



CHARTER – Audit and Finance Committee

Purpose

The Audit and Finance Committee, established in the bylaws, oversees corporate financial management functions.

Membership

The number of members is typically four. Appointments will be consistent with UNAVCO policy.

http://www.unavco.org/community/policies_forms/UNAVCO_Committees_Governance_Participation_Policy.pdf

Selection

The board of directors appoints committee members, relying on nominations from the committee, management, the board, and other groups as necessary. The board chair annually appoints the committee chair.

Term of Office

Each member serves a three-year term, typically to a maximum of two consecutive terms. Eligibility for subsequent terms is at the discretion of the appointing body.

Member Responsibilities

Each member of the advisory group is expected to:

1. Attend scheduled, meetings which are typically held by teleconference as needed
2. Actively participate in the functioning of the group, and provide broad representation of science community perspectives and interests
3. Be available for individual consultation to the president and board chair
4. Occasionally accompany a UNAVCO Board or staff member in representing UNAVCO to sponsors or other constituencies
5. Subscribe to unav_all, and other UNAVCO list services as appropriate
6. Attend the bi-annual UNAVCO Science Workshop if possible
7. Advisory group officers and liaisons
 - o A chair and secretary shall be the officers of the group.
 - o The Treasurer of UNAVCO typically serves as the board liaison.
 - o The chair shall preside at all meetings of the advisory group, and is responsible for setting the agenda, and for formal communications between the committee and board.
 - o The chair is responsible for ensuring annual reporting of potential conflicts of interest of committee members, and managing such conflicts when relevant issues arise. The committee secretary manages COI for the board chair.
 - o The chair shall report recommendations at all regular meetings of the board of directors.
 - o The committee secretary will manage the minutes, and provide an annual summary of the activities of the committee, including scheduled meetings and attendance, to UNAVCO Management and for regular meetings of the Board.
8. Staff support
 - o The Director of Program Support Services represents UNAVCO Senior Management to the advisory group.
 - o Each year, the UNAVCO president prepares draft letters of appointment for the membership and chair, with individual terms and the committee charge, to be finalized by the Board Chair.

Committee Charge

The Audit and Finance Committee oversees corporate financial management functions, including investment and debt policies and transactions, recommending to the Board of Directors changes in financial management policy, and nominating to the Board of Directors the public accounting firm to be engaged to carry out the annual audit of the corporate financial position.