



NTGCR COMMITTEE CHARTER

I. Committee Name – **Finance Committee**

II. Purpose

The Finance Committee (Committee) is established to assist the National Tribal Gaming Commissioners & Regulators (NTGCR) Board of Directors (Board) in discharging its responsibilities relating to the oversight of the organization's financial affairs.

III. Goal Statement

The Goal of the Committee is to assist the Board in making informed financial decisions by overseeing the financial planning and other financial activities in which the NTGCR is or is likely to be involved.

IV. Authority and Resources

The Committee shall be comprised of four (4) members, including the Audit Committee Chairperson. The NTGCR Treasurer shall serve as the Committee Chairperson. Other than both Chairpersons, there shall be no overlapping membership between both Committees. The NTGCR Chair shall serve as an ex-officio member of the Committee.

The Committee may utilize the professional services of the NTGCR attorney or accounting/audit firm; however, any additional resources needed (e.g. funds, external experts) must be presented and approved by the Board.

V. Desired Outcomes

The Committee is expected to safeguard the assets of the NTGCR and provide the Board with accurate, timely, complete, and meaningful financial statements on which the Board can base organizational decisions. All members must be active participants.

VI. Work Plan and Timeline

The Committee shall meet at least quarterly with a majority of the Committee members constituting a quorum. A majority of Committee members present during a duly called meeting may act on behalf of the Committee. The Committee may meet by telephone or videoconference and may take action by unanimous written consent.

The Committee will provide a written report at each regular Board meeting on any issues addressed between Board meetings and notify the Board of pending projects, as appropriate.

VII. Resignations / Vacancies

Any member of the Committee may resign their position at any time by giving written notice which specifies the intended effective date of such resignation to the Committee Chairperson. The resignation shall become effective at the time specified in such notice and the acceptance by the Board of such resignation shall not be necessary to make it effective.

Vacancies that occur on the Committee shall be filled at the next scheduled Board meeting.

VIII. Removal by NTGCR Board

A Committee member may be removed from their position by a majority vote of the Board due to non-active participation, refusal to participate in Committee meetings and/or activities. The Committee Chairperson shall recommend said member(s) removal in writing to the NTGCR Chairman.

IX. Recording Secretary

The Committee may appoint a person, who need not be a Committee member, to serve as Recording Secretary for minute taking purposes only. Such minutes will be provided to the NTGCR Secretary and Executive Director and, unless deemed confidential, made available to any Board member upon written request.


X. Roles and Responsibilities

The Finance Committee shall have the responsibility:

- ☞ To review the NTGCR's quarterly financial statements and other appropriate financial information and provide written reports, as necessary.
- ☞ To review the NTGCR's external audit and tax reports (in addition to Form 990) and provide written reports, as necessary.
- ☞ To review the NTGCR's financial policies and recommend appropriate revisions to the Board; periodically review the organization's compliance with such policies and report the results to the Board.
- ☞ Ensure approved policies are being followed and any concerns should be discussed and presented to the Board as needed.
- ☞ Assist in creating a strategic plan for the organization which shall include objectives and initiatives as outlined by the Board.
- ☞ To prepare the annual budget for Board approval and have oversight of the approved budget and all financial operations of the organization.

- ☞ To provide recommendations to the Board on investments and other financial activities.
- ☞ To recommend opening or closing bank accounts and investments, along with recommended signatories for persons authorized to execute checks, notes, drafts and other orders for payment on behalf of the organization.
- ☞ To periodically review and reassess the adequacy of this Charter and recommend any proposed changes to the Board.
- ☞ To carry out any other responsibilities and duties assigned or delegated to it by the Board from time-to-time.

Approval:



Jamie Hummingbird, Chairman

Date: 14 AUG 2018

Attest:



Amber McDonald, Secretary