League of NH Craftsmen

Finance & Investment Committee Charter

Committee Name

Finance Committee

Relationship with the Board of Directors

The Finance Committee is among the standing committees established through the Bylaws and shall not have the power or authority to act for the full Board of Directors. Meetings and actions of the Finance Committee are governed by the same provisions of Board of Directors Bylaws pertaining to meetings and actions by the Board.

Mission

The Finance Committee provides financial oversight over the League's operations. As needed, a subcommittee of the Finance Committee can oversee investments.

Committee Staff

The Executive Director and the account manager for Supporting Strategies serve as staff liaisons on the Finance Committee.

Committee Membership

Committee membership is restricted to current Board members, the Executive Director, the chair of the Board of Directors and the committee staff designees. Under special circumstances, current and past members occasionally may be appointed to the committee by the board chair, with the approval of the Governance Committee Committee chair.

Committee Size

The size of the Finance Committee should be proportional to the size of the Board of Directors. Where appropriate, a small group (4-5) is preferred.

Committee Meetings

The Finance Committee shall meet at least three times each year prior to Board of Directors meetings held in January, May and October. Additional meetings shall be held as needed to fulfill committee responsibilities as needed. Committee meetings are convened by the Finance Committee Chair.

Committee Responsibilities

Finance

- Reviews and recommends for approval by the full Board the annual operating and capital budgets
- Monitors budget performance quarterly and informs the Board of any

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- Reviews and approves the endowment spending draw and other financial charges for approval by the Board
- Reviews and approves the 990 documentation submitted annually
- Reviews and approves annual compensation recommendations proposed by the management team for approval by the Board
- Reviews major financial transactions not provided for in the budget and makes recommendations to the Board for their approval
- Monitors and reports to the Board all gifts and bequests received
- Authorizes all borrowings
- Sets long-range financial goals along with funding strategies to achieve them
- With management, develops multi-year operating budgets that integrate strategic plan
- Drafts an Investment Policy Statement for investing the endowment funds
- Ensures provisions of policy are followed
- Reviews the policy at least annually and updates if necessary
- Monitors the investment portfolio performance at least quarterly and works with the investment adviser to determine if changes are warranted
- Hires and evaluates the investment managers/advisers

Indemnification

The League shall indemnify and hold each member of the Committee harmless from and against any and all expenses and liabilities arising out of membership on the Committee (including reasonable attorneys' fees and disbursements), excepting only expenses and liabilities arising out of such member's own willful misconduct or gross negligence, to the full extent provided by law and the Bylaws. The League shall maintain fiduciary liability insurance for the benefit of the members of the Committee. The provisions of this subsection shall survive the termination of the Committee and the resignation or removal of the Committee member who is entitled to the indemnity.

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Finance and Investment Committee

Monthly Topics and Workflow:

April	Monthly Financial Report to Finance Committee Monthly Retail Gallery Performance Summary **Quarterly Report to Full Board**
May	Monthly Financial Report to Finance Committee Monthly Retail Gallery Performance Summary
June	Monthly Financial Report to Finance Committee Monthly Retail Gallery Performance Summary Bi-annual meeting with wealth management firm managing the endowment **Annual Audit Presentation (end of June) target date option 1* **Full Board Vote: Accept Audit**
July	Monthly Financial Report to Finance Committee Monthly Retail Gallery Performance Summary **Quarterly Report to Full Board**
August	Monthly Financial Report to Finance Committee Monthly Retail Gallery Performance Summary *Significant workflow for revenues
September	Monthly Financial Report to Finance Committee Monthly Retail Gallery Performance Summary **Annual Audit option 2 if June date is problematic* Preliminary ACF Results Preliminary Review
October	Monthly Financial Report to Finance Committee Monthly Retail Gallery Performance Summary Final Annual Craft Fair (ACF) Results Report **Quarterly Report to Full Board**
November	Monthly Financial Report to Finance Committee Monthly Retail Gallery Performance Summary
December	Monthly Financial Report to Finance Committee Monthly Retail Gallery Performance Summary

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	Input for Budget Priorities *Vendor and Artist Applicant Flow
January	Monthly Financial Report to Finance Committee Monthly Retail Gallery Performance Summary **Quarterly Report to Full Board** **Review and formally recognize the 990 documentation** Finance Committee Review Budget for Detail/ Questions Vendor and Artist Applicant Flow
February	Monthly Financial Report to Finance Committee Monthly Retail Gallery Performance Summary Bi-annual meeting with wealth management firm managing the endowment **Board Vote: Approval for Next Year's Budget**
March	Monthly Financial Report to Finance Committee Monthly Retail Gallery Performance Summary

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Goals/Projects Underway:
Please enter more topics below:

- ☑ ~~Meeting in Nov/Dec with tax specialist for educational grant question and collection question~~
- ☑ ~~Concord Gallery renovation budget~~
- ☐ New trustee orientation materials - Finance 101 for non-profit budgeting at the League
    - ☐ Focus on investing cash flow periods unique to the League
- ☑ ~~Add timing of endowment study bi-annually for the Board~~
- ☐ Create summary sheet of what each budget line represents as a one pager for trustee handbook/ onboarding materials
- ☑ ~~1099 Vendor Process Articulation~~
- ☑ ~~Add RAMP card as a control point and receipt digital platform~~
- ☑ ~~RAMP Credit Card for Receipt Management~~
- ☐ Streamlining of systems for Hooksett and Concord
    - ☐ Square system for inventory and point of sale (fair and retail)
- ☐ More digital systems
    - ☐ Remove paper process and move online 100% to Bill/ RAMP
- ☐ Increase use of Bill.com with purchase requisition and approvals
    - ☐ Protocol discussion is underway for approval vs paying
- ☐ Discussion of investment goals/priorities with new manager (NBT) and set dates for annual review and prioritization
- ☐ Meeting with Insurance rep. for board education

❏ Contract/ Agreement Review - Licensure Agreement and Consignment Agreement

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