

FINANCE & AUDIT COMMITTEE

CHARTER

OVERVIEW

The ASB Board of Directors acknowledges its fiduciary responsibility for the Organization, including its Reserve Funds, and delegates the responsibility for oversight of investments to the Finance & Audit Committee. The Finance & Audit Committee must act as a prudent investor when investing the funds.

RESPONSIBILITIES

- Monitor quarterly financial statements.
- Establish investment objectives consistent with the needs of the American Society of Baking.
- Establish asset allocation targets, allowable ranges around the target weights, and investment guidelines consistent with investment objectives and sufficient diversification.
- Maintain a general investment strategy consistent with the target allocation and investment guidelines.
- Select consultants, investment managers, and other service providers consistent with investment strategy.
- Monitor the investment program with respect to each of the above points, recommending and implementing changes as appropriate.
- Overseeing financial reporting, including the annual IRS Form 990 and all required tax filings.
- Ensuring the organization has the cash reserves and investments necessary for long-term success.

TERMS & COMPOSITION

The Finance & Audit Committee shall consist of the Finance Committee Chairman, the current sitting Secretary/Treasurer, four (4) to six (6) ASB members, and up to two (2) directors at-large from the ASB Board, as designated by the ASB Board Chair. Previous ASB Board experience is preferred. Committee members serve three-year terms that are renewable. The Committee rotation will occur annually in September/October to align with the fiscal year ending June 30 and tax preparation cycle.

The Chairman of the Finance Committee will be appointed by the ASB Board Chair and will serve a three-year term. The Committee Chair may serve two renewable terms. The Finance Committee shall manage the Society's investments in consultation with the Financial Advisor and as directed by the Board of Directors.

The staff liaison is the Executive Director/Chief Staff Officer.