



## Charge to the Finance & Personnel Committee

The Finance & Personnel Committee of the National Health Care for the Homeless Council is a Standing Committee of the Board of Directors.

The Treasurer will serve as Chair of the committee, will take office on July 1 of each year, and will serve as a member of the Board of Directors and of the Governing Membership. The President will appoint a Vice Chair in consultation with the Chair.

Other members of the Committee will be volunteers and will include individuals from among Council membership.

The Committee will meet monthly via conference call. The National HCH Council will staff the Committee.

The Committee is charged to:

- Oversee the financial stability of the National Health Care for the Homeless Council;
- Review annual budgets and monthly financial statements to ensure consistency between the budget and the organization's long- and short-range plans;
- Report to the Board any financial irregularities, concerns, and/or opportunities;
- Recommend financial guidelines to the Board (such as to establish a reserve fund or to obtain a line of credit for a specified amount);
- Work with staff to provide reliable, accurate, and timely financial statements;
- Oversee short and long-term investments;
- Review and approve selection of the external auditing firm;
- Advise the Executive Director and other appropriate staff on financial priorities and personnel issues;
- Fulfill the obligations tasked with the Committee per Council policies and procedures, including, but not limited to, such policies relating to grievances, FMLA leave, etc.;
- Draft and/or revise personnel and financial policies for Board approval (as needed), including the appropriate compensation philosophy for the Council.