

CARRA FINANCE ADVISORY COMMITTEE: CHARTER

ESTABLISHMENT, AUTHORITY & PURPOSE

The Finance Committee (the “Committee”) is an advisory committee to the Board of Directors (the “Board”) of the Childhood Arthritis and Rheumatology Research Alliance, a California nonprofit benefit corporation (“CARRA”).

The Committee assists and supports the financial and tax practices of the organization. This includes assisting the Board with updating its fiscal policies and procedures; developing the annual budget; ensuring accurate tracking and analysis of financial performance, trends, and other issues; and assisting the Board with conformance to relevant financial and tax rules and regulations, as well as Board policies.

The Committee makes recommendations to the Board for review and approval.

RESPONSIBILITIES

In addition to other responsibilities which may be assigned from time to time by the Board, the Committee is responsible for:

1. Ensuring timely generation and analysis of CARRA’s financial information.
2. Proposing an annual budget for review and approval by the Board.
3. Reviewing CARRA’s fiscal policies and procedures, including financial procedures such as cash management and record-keeping.
4. Monitoring CARRA’s financial objectives and performance.
5. Reviewing, prior to execution, any contracts referred to the Committee by the Board.
6. Reporting its activities regularly to the Board, including advising the Board of any developments that the Committee believes should have Board consideration.
7. Orienting and training new Committee members; instructing Board members how to use and review financial reports.
8. Annually reviewing and assessing the Committee’s performance, the adequacy of this Charter, and CARRA’s conformance to relevant financial and tax rules and regulations, and recommending any changes to the Board for approval.

MEMBERSHIP, ELIGIBILITY & TERMS

The Committee consists of no more than eight individuals:

- Three voting members who are also voting members of CARRA. These members are nominated by self or by other CARRA voting members, determined to be eligible by the Elections Committee, and subsequently elected by CARRA Voting Members.

- The Treasurer of CARRA will serve as Chair and as a voting member of this committee.
- Two voting members are appointed by the Board. One has expertise in finance, and one is a patient/parent representative. These individuals may or may not be members of CARRA. One individual may serve dual roles (e.g., Board and patient/parent rep).
- The Executive Director of CARRA serves as an ex officio (non-voting) member of the Committee.
- The President of CARRA serves as an ex-officio (non-voting) member of the Committee.
- The Chair of the Audit Committee may not serve on the Committee.
- All voting members (elected and appointed) serve two-year terms, renewable once, with the exception of the Finance Committee Chair, who serves one two-year term. Following two consecutive terms, a member is ineligible for two years before being eligible again.
- Voting members' terms should be staggered so that all members are not replaced at same time.
- The Board may appoint individuals to fill vacancies on the Committee, and may remove a Committee member at any time, with or without cause.

ORGANIZATION

- The Chair of the Finance Committee, who is also the Treasurer of CARRA, is responsible for leading the Committee, including overseeing the agenda, presiding over meetings and reporting to the Board. If the Chair is unable to attend a Committee meeting, the President will serve as Acting Chair for that meeting.
- Committee recommendations will represent the majority vote of voting members.

REPORTING STRUCTURE

- The Committee reports to the Board Chair. The Committee provides written reports about its meetings, recommendations and actions to the entire Board on a regular basis.

MEETINGS

- A majority of the voting members of the Committee constitutes a quorum of the Committee. The Committee meets at least four times each calendar year. Meetings may be held in person or by telephone.
- A meeting will not be held if the Chair and the President (who serves as Acting Chair when the Chair is unavailable) are both unable to attend.

APPROVAL DATE

This charter was approved by the CARRA Board of Directors on October 10, 2018.