

ASSOCIATED STUDENTS OF SAN FRANCISCO STATE UNIVERSITY FINANCE COMMITTEE CHARTER

CHARTER STATEMENT #409
APPROVED 04/27/2017

Purpose

The role of the Finance Committee is to assist the Board of Directors (the “Board”) of Associated Students (AS) in fulfilling its financial oversight responsibilities related to:

- a) The strategic direction of the organization’s finances
- b) Reviewing and approving the annual budget each fiscal year
- c) The direction of the organization’s investments with regards to the Board’s investment policy
- d) The allocation of funding toward registered student organizations on San Francisco State’s campus
- e) Monitoring the finances of each AS program/ department

Composition

The finance committee shall be chaired by the Vice-President of Finance. The VP of Finance shall appoint a vice-chair within thirty (30) days of the committee’s initiation to chair committee meetings in his/her absence. The committee shall consist of no more than 11 members, with 8 being board members of AS. It is strongly recommended that the elected Business Representative sit on the committee. The eighth seat shall be left for Student Activities and Events to allocate one representative so as to bridge the separation between AS and SAEM.

Meetings

- Vice President of Finance (Chair)
- President
- Vice President of Internal Affairs
- Business Representative (recommended)
- SHAC Representative
- 3 appointed board members
- University VP of Student Affairs (or Designee)
- University VP of Admin & Finance (or Designee)
- Executive Director (or Designee) (EO)

Meeting Place and Time



The Finance Committee shall convene once a week every week for the duration of the elected officials' term. These meetings are recommended to take place within the Cesar Chavez Student Center. Meeting time will be at most two hours. A meeting will not take place in the event of lack of quorum. Quorum dictates that the VP of Finance (or in absence, the Vice-Chair) and half of the voting membership, plus one, must be present. If quorum is not held, Finance Committee will not commence.

Financial Expertise

All members of the Finance Committee must be able to read and understand budgets and financial statements. If committee members do not have an understanding, they will be able to seek trainings and one on one meetings with AS staff members.