

TITLE 22 - FINANCE

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Chapter 01. Finance Committee Charter

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Sec. 22.01.001 Purpose

- A.** The purpose of the Finance Committee is to assist the Tribal Assembly in fulfilling its oversight responsibilities of the Tribal Trust Fund and the annual General Fund budget.
- B.** The Finance Committee shall review the proposed General Fund budget and provide recommendations to the Tribal Assembly for a final budget.
- C.** The Finance Committee shall review and recommend any budget amendments to the Tribal Assembly or the Executive Council
- D.** The Finance Committee shall review and recommend changes to the fiscal policies of the Central Council as deemed necessary by the committee.
- E.** The Finance Committee shall encourage continuous improvement of the Tribe's policies, procedures and practices, and facilitate open communication among the Tribe's financial and senior management and the Executive Council.

Sec. 22.01.002 Authority

The Finance Committee is a standing committee of the Tribe and has authority to review budgets and fiscal policies, procedures and practices, and recommend approval/disapproval to the Executive Council and Tribal Assembly. It is empowered to:

- A.** Seek any information it requires from employees-all of whom are directed to cooperate with the committee's requests-or external parties.
- B.** Meet with company officers, or outside counsel, as necessary.

Sec. 22.01.003 Membership

- A.** The Finance Committee will consist of at least three (3) and no more than six (6) Delegates of the Tribal Assembly, each of whom shall be duly elected and current regular Delegates to the Tribal Assembly, and serve until successor appointees are qualified and appointed. The President shall appoint the Chairperson and other members of the Finance Committee. Finance Committee members may be removed from the Committee by the President.
- B.** Each Finance Committee member will be independent and free from any relationship that would interfere with the exercise of his independent judgment as a member of the Finance Committee.

- C. Each Finance Committee member will be financially literate and have a working familiarity with basic financial and accounting reporting practices.
- D. At least one member of the Finance Committee shall be designated as the “financial expert” and have accounting or related financial management expertise. Finance Committee members should enhance their familiarity with finance and accounting by participating in educational programs.
- E. The President Emeritus shall be designated as an ex-officio member of the Finance Committee.

Sec. 22.01.004 Meetings

The Finance Committee will meet at least two (2) times annually, or more frequently as circumstances warrant. All committee members are expected to attend each meeting, in person or via teleconference or video-conference. The Finance Committee will invite members of the Executive Council, management staff, or others to attend meetings and provide pertinent information, as necessary. It will hold private meetings and executive sessions to discuss any matters that the Finance Committee wishes to discuss privately with Executive Officers or Council, management staff, or others, as necessary. Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials. Meeting minutes will be prepared and maintained by staff.

Sec. 22.01.005 Responsibilities and Duties

The Finance Committee will carry out the following responsibilities:

- A. General Fund Budgets
 1. Review budget changes and requests to understand their impact.
 2. Review with Executive Council and management any budget variances.
 3. Review proposed budget deficits.
 4. Review impact of indirect cost over/under recoveries.
 5. Review programs with indirect shortfalls.
 6. Review Tribal Direct budget on an annual basis and recommend changes to donation policy.
 7. Review interim financial reports quarterly.
 8. Review the proposed General Fund budget and provide recommendations to the Tribal Assembly for a final budget.
 9. Review and recommend any budget amendments to the Tribal Assembly or the Executive Council.
- B. Fiscal Policies
 1. Review fiscal policies annually.
 2. Recommend changes to fiscal policies if needed.

C. Budget Variances

1. Review budget variances with management annually to understand the source.

D. Reporting Responsibilities

1. Regularly report to the Executive Council about committee activities, issues, and related recommendations.
2. Provide an open avenue of communication between management and the Executive Council.

E. Other Responsibilities

1. Perform other activities related to this charter as requested by the Executive Council.
2. Institute and oversee special investigations of budget expenditures as needed.
3. Review and assess the adequacy of the committee charter annually, requesting Tribal Assembly approval for proposed changes, and ensure appropriate disclosure as may be required by law or regulation.
4. Confirm annually that all responsibilities outlined in this charter have been carried out.
5. Evaluate the committee's and individual members' performance on a regular basis.

ADOPTED this 18th day of April 2009, by the Tribal Assembly of the Central Council of Tlingit and Haida Indian Tribes of Alaska, by a vote of 117 yeas, 0 nays, 0 abstentions and 0 absence(s).

CERTIFY



President Edward K. Thomas

ATTEST



Tribal Secretary Harold Houston Sr.