

## **TVUUC Finance Committee Charter – June 2025**

### **A. Purpose**

This charter describes the membership and responsibilities of the Finance Committee (FC) of TVUUC .

### **B. Authority**

The FC is defined in the TVUUC bylaws, Article VII, Section 4, a, as amended June 09, 2024.

### **C. Scope**

The Committee will prepare an annual budget, oversee the management of the Church's funds, and advise the Board on all financial matters, including non-cash assets.

### **D. Membership**

The FC shall consist of the Treasurer, acting as the Chairperson, a Treasurer-elect elected in even-numbered calendar years, and other such other members as the Committee shall designate. Ex Officio members may include the Director of Finance and Operations (DFO) and members of the Board of Directors. A quorum for meetings shall be defined as 50% or more voting members.

### **E. Responsibilities of the Finance Committee (FC)**

The FC is responsible and accountable to the Board of Directors for all aspects of financial oversight including, but not limited to:

1. The identification, development and implementation of sound short and long term financial management strategies to grow, as well as preserve church assets.
2. The preparation of the annual Church budget proposal in concert with the DFO, Personnel Committee, and the Management Team.
3. The oversight of all Church fundraising activities including the development, identification and promotion of both organic (internal) as well as external revenue generating activities excluding the Stewardship Campaign.
4. The routine monitoring of TVUUC financial performance against the approved budget throughout the fiscal year and informing the board of any significant deviations.
5. The development of the Finance Manual, revised as needed, and the oversight of financial management activities to assure that the requirements of the Finance Manual are consistently followed.

### **F. Responsibilities of the FC Members**

1. Attendance at all meetings if possible.

2. Participation in open and candid debate.
3. Acceptance of assignments as necessary to advance the work of the FC.
4. Dissemination of information in one voice outside of the FC meetings.
5. Personal and group accountability for all decisions and actions.

#### **G. Direction and Control**

1. The FC operates under the direction of the Board of Directors and, as such, will provide periodic updates as to their activities.
2. The FC Chairperson is responsible for fostering an environment that encourages constructive debate of all proposals; ensuring that conflicts are focused on content and not individuals, encouraging everyone to participate and keeping the FC focused to achieve and execute expected outcomes.
3. The FC will, where appropriate, delegate specific tasks to other Volunteer or Standing Teams or when requested to by the Board of Directors.

#### **H. Decision Making Process**

1. The FC will utilize consensus as the primary decision-making method. Any resolution by the FC shall require a 2/3 vote for passage, although a majority vote (>50%) that fails to meet that condition does not mean failure of the resolution. Should the group reach an impasse on any significant issue, the Chairperson (at his/her/their discretion) may take the issue to the Board of Directors for resolution. Decisions taken by the Finance Committee will be communicated to the Board of Trustees and the Congregation by the Treasurer.

#### **I. Meeting Frequency and Duration**

1. The FC will meet as needed but, at a minimum, quarterly in advance of the Board meeting at a time and location to be agreed upon.
2. This Charter of the FC continues at the discretion of the Board of Directors and continues until revoked

#### **J. Measures for Success and Tracking Progress**

1. Continuous Goals of the FC shall include:
  - Provide regular financial reports to the Board and answer questions to provide necessary clarity.
  - Provide recommendations to the board for action as needed.
  - Make Committee decisions related to the financial health of the Church
  - Prepare and Present annual budget proposal at Annual and Mid-Year Congregational Meetings

- Coordination of fundraising, budgeting, and expenditures of other Committees and Teams in accordance with the approved budget.
2. FC members shall review the Continuous and any ad hoc goals of the FC and review at regular meetings to confirm appropriate progress and take actions to rectify any deficiencies.

#### **K. Typical Agenda**

A typical meeting agenda would be as follows:

1. Call To Order
2. Review of Financial Reports
3. New Business
4. Adjourn

#### **L. Review & Revision**

The charter of the FC will be reviewed annually and revised as necessary, with changes approved by the Board of Directors.