

Committee	<b>Audit &amp; Finance Committee</b>
<b>Committee Charge</b>	Provide oversight to the budget to ensure sound financial practices.
<b>Committee Goals/Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Provide review and oversight to the financial reports, investments and records to ensure the organization's continued viability.</li> <li>2. Provide guidance to the preparation of an annual budget.</li> <li>3. Provide guidance to the preparation and review of an audit.</li> <li>4. Recommend an audit firm to the board every 5 years</li> </ol>
<b>Committee Composition</b>	<p>The Audit &amp; Finance Committee is composed of a Chair (Secretary/Treasurer), one (1) Second or Third Year NAMSS Director at Large and four (4) NAMSS members who do not currently serve on the NAMSS Board.</p> <p>The Executive Director and Finance/Accounting Director serve as advisors.</p>
<b>Membership Term</b>	The Chair's term coincides with their term as Secretary/Treasurer of NAMSS. All other committee members serve a one (1) year term and are eligible for reappointment for up to two additional terms (up to three years of service). Terms run January 1 <sup>st</sup> – December 31 <sup>st</sup>
<b>Expected Commitment</b>	Time commitment expected for this Committee is 1-2 hours/month including conference calls. Conference calls are held quarterly.
<b>Selection/ Appointment</b>	Please refer to the Nomination of Board Members policy and Secretary/Treasurer job description for appointment of the Audit & Finance Committee Chair. All other members are selected by the President Elect with input from the Committee Chair. Committee member selections are approved by the Board.
<b>Committee Requirements</b>	<p><b>Committee Members:</b></p> <ol style="list-style-type: none"> <li>1. Express desire to serve with a special interest in finances.</li> <li>2. Must be able to carry out the work of the committee.</li> <li>3. Desire to advance the mission of NAMSS.</li> <li>4. Active in the medical services profession.</li> <li>5. Ability to work well with others.</li> <li>6. Ability to make the necessary time commitment.</li> <li>7. NAMSS member in good standing.</li> <li>8. Financial experience</li> <li>9. Ability to attend and actively participate in conference calls</li> </ol> <p><b>Committee Chair:</b></p> <p>Please refer to the Nomination of Board Members policy and Secretary/Treasurer job description for qualifications of the Audit and Finance Committee Chair.</p>
<b>Roles and Authorities</b>	<p><b><u>Make Decisions</u></b></p> <p>The Audit &amp; Finance Committee makes no independent decisions regarding finances and/or policies/procedures – recommendations are forwarded to the Board for decision making.</p> <p><b><u>Makes Recommendations</u></b></p> <ol style="list-style-type: none"> <li>1. Annual budget (Board of Directors)</li> <li>2. Budget variances (Board of Directors)</li> <li>3. Financial policies including investment policy (Board of Directors)</li> <li>4. Financial institutions (Board of Directors)</li> <li>5. Audit firms (Board of Directors)</li> </ol>

	<p><b><u>Provides Input</u></b>  1. Monthly financial management and reporting</p> <p><b><u>Monitors</u></b>  1. Operating Fund performance  2. Association income and expense benchmarks  3. Investment Funds performance  4. Investment instruments and strategies</p>
<b>Staff Liaison(s)</b>	<p>Jonathan Hutchins, Senior Manager of Accounting and Finance  <a href="mailto:jhutchins@smithbucklin.com">jhutchins@smithbucklin.com</a> (202) 367-2489</p> <p>Sunny Patel, Sr. Staff Accountant  <a href="mailto:spatel@smithbucklin.com">spatel@smithbucklin.com</a> (202) 367-2436</p> <p>Lynn Boyd, Executive Director  <a href="mailto:LBoyd@namss.org">LBoyd@namss.org</a> (202) 367-1210</p> <p>Kirsten Mills, Operations Manager  <a href="mailto:kmills@namss.org">kmills@namss.org</a> (202) 367-2392</p>