

Finance Committee Committee Charter Document

Purpose	The Finance Committee oversees the budget and finances for the Association and its related Foundation to ensure sound financial practices.
Ongoing Committee Activities / Committee Charges & Strategies	<p>The committee undertakes the following activities:</p> <ul style="list-style-type: none"> • Provide review and oversight on a quarterly basis of financial reports, investments, and records for PALTmed and the Foundation for PALTC Medicine. • Provide guidance and due diligence on the preparation of an annual budget. • Provide guidance on the preparation and review of an annual audit. • Provide oversight and guidance on financials policies, including investment policies. • Provide financial updates to the Board quarterly.
Roles and Responsibilities	<p>The committee will be comprised of a chair and up to seven (7) additional members.</p> <p>Chair</p> <ul style="list-style-type: none"> • Help structure agenda for meetings. • Run an effective meeting to ensure involvement of committee members and the advancement of activities and charges. • Communication with the Board liaison before and after each Board meeting to share updates from the Committee and to hear about new Board initiatives. Report back to the full committee on each discussion with the Board liaison. • Identify, mentor, and groom the next Chair of the Committee. • Assist with structure and lead the selection of committee members. <p>Vice Chair</p> <ul style="list-style-type: none"> • Support the Committee Chair to ensure responsibilities are met in a timely manner. • Serve as interim Committee Chair in the absence of the Chair. • Recommend individuals to serve as the next Vice Chair. • Ascend to the position of Chair. <p>Members</p> <ul style="list-style-type: none"> • Be prepared and actively participate in all conference calls and meetings. • Attend at least 2/3 of all meetings. • Work on projects as delegated by the Chair.
Workgroups and Other Committee Relationships	No workgroups are currently associated with this committee.
Expected Commitment	<p>The committee meets bi-monthly via conference call. Committee members are expected to review all agenda/materials prior to each meeting, attend the conference calls as scheduled.</p> <p>The estimated time commitment is 8-10 hours per year. The time commitment</p>

	includes 6 conference calls throughout the year, as well as individual preparatory time to review materials. Members are expected to attend at least 2/3 of the meetings.
Committee Composition	The committee will be comprised of the PALTmed Treasurer who serves as chair, the PALTmed Vice President, the Foundation Treasurer, Chair and Vice Chair and up to seven (7) additional members.
Committee Terms	All committee members serve a two (2) year term and are eligible for reappointment three times for a total tenure of six (6) years. Terms run May to April. The PALTmed Treasurer, Foundation Treasurer, Chair and Vice Chair each serve in those roles for the length of their term in those positions. The current PALTmed Vice President shall be appointed for one nonrenewable year. Appointments may be extended with the approval of the Board President.
Selection/ Appointment	Members are appointed by the President with input from the Treasurer.
Committee Requirements	<p>Committee Members:</p> <ul style="list-style-type: none"> • Express a desire to serve with a special interest in the financial stewardship of the Association. • Ability to make the necessary time commitment, which includes attending 2/3 of all meetings plus the necessary preparatory time. Meeting attendance is expected to be 8-10 hours per year. • Must be a member in good standing. • Must disclose all financial relationships on an annual basis.

Committee Members	Treasurer – Swati Gaur, MD, CMD Thomas Lehner, MD, FAAFP, CMD Walter Lin, MD, MBA Timothy Gieseke, MD, CMD Rossana Lau-Ng, MD, MBA, CMD Anthony Jackson, MD Nicol Joseph, D.O., MBA, CMD, HMDC Grady Goodwin, MD Leslie Eber, MD, CMD
Staff Liaison(s)	Michelle Zinnert, CAE
Board Liaison	Swati Gaur, MD, CMD.