

In accordance with Bylaw 204.1, Section 13.1, the Board of Education, School District No. 48 (Sea to Sky) can form a committee to study, investigate or report on any matter. The Board has formed a Committee on Finance.

Guidelines for the operation of the Finance Committee:

**Objective**

The principle objective of the Finance Committee is to make recommendations to the Board on matters within the jurisdiction of the Finance Committee including:

1. Budget development and review
2. Purchasing
3. Risk Management and Internal Controls
4. Financial Audit
5. Compliance Matters
6. Other matters referred to the Committee by the Board

**Composition of Committee**

1. All Trustees – Committee of the Whole
2. Secretary-Treasurer
3. Superintendent of Schools
4. Other resource persons as required by the committee

**Meetings**

The Finance Committee will meet at least three times per year. Additional meetings may be scheduled at the call of the Board Chairperson if deemed necessary to carry out its responsibilities effectively and efficiently.

Written notice of the Finance Committee meeting and agendas shall be available for all Trustees at least two days before the standing committee meeting date.

Preparation of the agenda for the Finance Committee shall be the responsibility of the Chairperson, in consultation with the Secretary-Treasurer. The Finance Committee is a Committee of the Whole and all Trustees are required to attend the committee meeting. All committee recommendations and minutes will be brought forward to a scheduled Board meeting, allowing time for review and preparation of the materials for the presentation. Recommendations that require immediate action will be brought forward to the next scheduled Board meeting upon advisement of the Board Chairperson.

The Chairperson shall preside at all committee meetings. In the absence of the chairperson, the vice chair shall preside. The Finance Committee shall not meet when fewer than two trustee committee members are present.

A final Committee report shall be presented annually, at the Regular June Board meeting.

Adopted: January 12, 2005  
Reviewed: March 14, 2018 Sept, 2018