

Charter: Finance and Administration Committee

Purpose: The Finance and Administration Committee is responsible for approving and monitoring operating policies to advance the work and purposes of the Foundation. Specifically, the committee recommends for board approval the operating and grants budgets derivative of the Foundation's strategic and program plans. The committee also monitors the Foundation's progress related to its strategic plan and related budgets. The committee also has responsibility for evaluating the performance of the President & CEO and for recommending officer compensation to the Board of Directors. As a sounding board to the senior management, the committee reviews staff organizational structure and salary and benefit policies, and responds to requests for input from the President & CEO as needed. The committee generally meets two to three times each calendar year.

Action Responsibilities	Review and Recommend to Board	Information/ Sounding Board
<ul style="list-style-type: none">• Lead the process to evaluate President & CEO's performance	<ul style="list-style-type: none">• Recommend approval of annual operating and capital budgets• Recommend approval of annual grants budget• Recommend approval of the President & CEO's annual goals• Recommend President & CEO's compensation and recommend other corporate officer compensation, upon recommendation of President & CEO	<ul style="list-style-type: none">• Review staff resources and organization• Review staff salaries and benefits• Provide counsel to President & CEO as needed