



## Finance and Governance Committee Charter

<b>CAATE Vision</b>	Advancing clinical practice and improving health care outcomes through promotion of excellence in athletic training education.
<b>CAATE Mission</b>	Serving the public and profession by establishing and ensuring compliance with accreditation standards that facilitate quality outcomes, continuous improvement, innovation and diversity to enhance athletic training education.
<b>CAATE Values</b>	<ul style="list-style-type: none"> <li>• Accountability</li> <li>• Integrity</li> <li>• Leadership</li> <li>• Transparency</li> <li>• Excellence</li> <li>• Collaborative</li> </ul>
<b>Committee Purpose</b>	The Finance and Governance Committee is appointed by the CAATE President and approved by the Board of Commissioners of the Commission on Accreditation of Athletic Training Education (the CAATE) to assist the Board in fulfilling its oversight responsibilities related to fiscal management and governance excellence.
<b>Committee Role</b>	<ul style="list-style-type: none"> <li>• Work with the CAATE staff to develop an annual budget and multi-year financial forecasting for approval by the Board</li> <li>• Ensure adherence to the budget and achievement of the adopted goals by monitoring and reporting the CAATE's financial activity</li> <li>• Oversee the management of organization-wide financial assets</li> <li>• Review investment policies and strategies</li> <li>• Ensure the maintenance of an appropriate capital reserve structure</li> <li>• Ensure that the CAATE employs personnel, systems and investment managers capable of providing timely and accurate financial information to key decision-makers</li> <li>• Develop and provide oversight of the implementation of policies and procedures regarding Board size, leadership and composition</li> <li>• Determine qualifications and characteristics required to become a commissioner</li> <li>• Coordinate and oversee self-evaluations of the Board and its councils and committees</li> <li>• Review on a regular basis the overall governance of the CAATE and recommend improvements for approval by the Board where appropriate</li> <li>• Undertake such other responsibilities as the Board may delegate or assign to the Committee from time to time</li> </ul>
<b>Committee Responsibilities</b>	<ul style="list-style-type: none"> <li>• Receive and review on a quarterly basis investment performance statements and financial statements (statement of financial position, income statement and operating statement) relating to the then current year-to-date as well as key financial benchmarks the Board deems relevant from time to time and should be presented to the Board on a regular basis.</li> <li>• Review annually an operating budget proposal by staff for the next fiscal year to be approved by the Board.</li> <li>• Evaluate and recommend the financing of capital projects for approval by the Board where material or otherwise appropriate.</li> <li>• Understand the Board's investment goals, risk tolerance level, and spending plans in order to develop an investment strategy to meet these goals.</li> </ul>

	<ul style="list-style-type: none"> <li>• Oversee the implementation of and compliance with, periodically review, and revise as appropriate the CAATE’s Investment Policy including but not limited to: a. hiring and terminating investment managers; b. regularly reviewing investment performance results; c. setting investment objectives; d. establishing performance objectives and benchmarks; e. devising the asset allocation strategy; f. portfolio rebalancing; and g. restricting investments, as necessary.</li> <li>• Report regularly to the Board on the Committee’s findings, recommendations, and any other matters the Committee deems appropriate or the Board requests and maintain minutes or other records of Committee meetings and activities.</li> <li>• Review the effectiveness of and recommend modifications as appropriate to the CAATE’s committee structure and organizational documents, including the Bylaws and Policy and Procedure Manual.</li> <li>• Oversee and advise staff on the development of an appropriate commissioner orientation program, including identification of experienced commissioners as appropriate mentors of new commissioners.</li> <li>• Review emerging corporate governance issues and practices and make appropriate recommendations to the Board.</li> <li>• Conduct a periodic self-evaluation of the performance of the Committee, including its effectiveness and compliance with this charge, and recommend to the Board such amendments of this charge as the Committee deems appropriate.</li> <li>• Undertake such other responsibilities as the Board may delegate or assign to the Committee from time to time.</li> </ul>
<b>Committee Leadership</b>	Council Chair: Richard Valachovic, DMD, MPH
<b>Desired Qualifications of Committee Members</b>	<ul style="list-style-type: none"> <li>• Financial acumen including the ability to understand financial and investment statements</li> <li>• Understanding of the CAATE mission and strategic priorities</li> <li>• Understanding of the CAATE bylaws and policies</li> </ul>
<b>Committee Composition</b>	<p>The Committee shall consist of five (5) or more members of the Board. Except as otherwise directed by the Board, a commissioner selected as a Committee member shall continue to be a member for as long as he or she remains a commissioner or until their earlier resignation or removal from the Committee. Any member may be removed from the Committee by the Board, with or without cause, at any time.</p> <p>The Chair of the Committee shall be the CAATE Treasurer/Secretary. The Treasurer/Secretary shall preside at meetings of the Committee and have authority to convene meetings, set agendas for meetings, and shall determine the Committee’s information needs, except as otherwise provided by the Board or the Committee. In the absence of the Chair at a duly convened meeting, the Committee shall select a temporary substitute from among its members to serve as a chair of the meeting.</p>

<b>Decision Making</b>	The Finance and Governance Committee will seek to make decisions through consensus. The Chair will make a diligent effort to engage all members in decisions. An official vote will be made on recommendations and a written record of the decision will be created. Decisions of the group should be presented by the Treasurer/Secretary for review and final approval by the Board of Commissioners.
<b>Anticipated Commitment</b>	1-2 hours per month