

# FINANCE AND FACILITIES COMMITTEE

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## **Mission**

The Finance and Facilities Committee provides review, policy guidance and strategic oversight of the University's financial matters, financial reporting statements, campus master planning activities and certain other real estate type activities for the University.

## **Authority and Responsibilities**

The Finance and Facilities Committee is responsible for:

- securing, allocating, protecting and renewing the University's resources (human, physical, technological, and financial) and assisting the Board in fulfilling its fiduciary responsibilities
- helping shape the physical character of the University by ensuring that the campus is functional, attractive and well maintained.
- providing financial guidance to the full board of trustees.
- performing activities within the scope of its charter.
- engaging outside consultant and other advisors as it deems necessary with approval of the Board.

The Finance and Facilities Committee will review and present to the full Board all recommendations. Final authority for decision and action on these recommendations rests with the full Board.

## **Organization**

### **Review of Charter**

This charter shall be reviewed by the *Chair Pro Tem* of the Board at least annually, and any proposed changes submitted to the full board for approval.

### **Membership/Structure/Quorum**

In accordance with the by-laws of Athens State University Board of Trustees, the *Chair Pro Tem* will appoint members of the committee and designate the chair.

The committee will consist of at least seven (7) members, including *ex-officio* members. The *Chair Pro Tem* and *Vice Chair Pro Tem* will be voting members of the committee. The President of the University will be a non-voting member of the committee.

Committee members will serve a minimum of one (1) year (October – September).

A majority of the members of the Committee will constitute a quorum for the transaction of business.

### **Meetings**

The Finance and Facilities Committee will hold a minimum of four (4) meetings per calendar year (October - September). Committee meetings must occur within seven (7) days of the regularly scheduled meetings of the Board.

### **Agenda, Minutes and Reports**

The committee will maintain written minutes of all committee meetings.

The Chair of the committee will provide a committee report at every meeting of the Board of Trustees.