

FINANCE AND FACILITIES COMMITTEE

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 will:

- consider recommendations from other members of the Board of Trustees and the University administration to secure, allocate, protect and review the University's resources (human, physical, technological, and financial to be carried to the full Board for approval) and assist the Board in fulfilling its fiduciary responsibilities
- work with the University administration to help shape the physical character of the University by ensuring that University properties are functional, attractive and well maintained.
- provide financial guidance to the full Board of Trustees.
- perform activities within the scope of its charter.
- Work with the University administration to engage 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 Tempore* 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 Tempore* 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 Tempore* and *Vice Chair Pro Tempore* 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.