



FINANCIAL ADVISORY COMMITTEE

The Financial Advisory Committee assists the AIRUM Board of Directors with financial oversight of AIRUM. The membership of this committee shall comprise one former Board of Directors member and two from the general membership serving staggered three-year terms. Appointments to the Financial Advisory Committee are made by the Board of Directors.

Purpose and Duties of the Financial Advisory Committee:

The overall goal of the FAC is to determine whether the Treasurer and the Board of Directors have been good stewards of the membership's money and if the statements from AIRUM financial institutions are consistent with the financial reports reported by the Treasurer to the Board of Directors and membership.

Members of the Financial Advisory Committee must sign the AIRUM Confidentiality Agreement signed also by members of the Board of Directors.

The chair of the Governance and Finance Committee will serve as the Financial Advisory Committee's primary contact person and will communicate with the Financial Advisory Chair. The Treasurer will make available records and respond to questions as needed. The Financial Advisory Committee is expected to be able to conduct its meeting(s) remotely and may invite the Treasurer, President, and/or others on the Board of Directors to participate.

The structure of the Financial Advisory Committee has been adapted from the Southern Association for Institutional Research (SAIR).

Financial Advisory Committee Guidelines:

- Obtain from the Treasurer copies of all statements pertaining to the AIRUM financial institutions for the preceding fiscal year. AIRUM's fiscal year is the calendar year.
- Obtain copies of the preceding year's "check register," monthly bank statements, and investment statements, as well as quarterly reports and financial statements for the preceding fiscal year as reported to the Board of Directors and published to the membership.
- Request copies of invoices for specifically selected and/or randomly selected check register items.
- Pose questions as needed about any shifts or significant increases and/or decreases of revenue and/or expenditures from the previous year.
- Validate from the above activities whether the AIRUM revenues and expenditures as reported to the Board of Directors and membership were appropriately reflected.
- Review findings of any official audits.

- Submit a brief report by March 1 of the Financial Advisory Committee's findings and any recommendations to the AIRUM Board of Directors.

Other Notes:

- The past Board of Directors member on the Financial Advisory Committee will serve as chair.
- The FAC can recommend an external audit.
- The FAC's findings and recommendations, as well as the Board's response to the findings, will be published to the members' only section of the AIRUM website. The information will also be shared at the AIRUM annual business meeting, held in conjunction with the annual conference.