



Finance Committee Charter

Revised July 2022

Committee Establishment: As provided in Article V, section 5.2 of the Bylaws, the Finance Committee is hereby established as a standing Committee of the Anthem Country Club Community Association (ACCCA). This Committee is a permanent part of the Association and will serve until abolished by the Board of Directors (Board).

Mission: The Finance Committee has been established to act as a financial advisory group to the ACCCA and Board.

Duties: The duties of the Committee include, but are not limited to, the following:

- Become educated in the full financial affairs of the Association;
- Review the monthly financial statements;
- Develop the annual budget for Board review and approval;
- Review on a monthly basis the annual budget vs. actual revenues and expenses;
- Review the investment funds and recommending changes for approval by the Board;
- Review the financial impact of contracts submitted to the management team;
- Review the annual financial statement audit;
- Advise the Board on all matters affecting the financial status of the Association;
- Report on trends that affect the Association as it tracks operating income and expenses;
- Research and report on issues at the Board's direction;
- Maintain a working relationship with the Anthem Community Council (ACC) financial staff and the Financial and Resource Management (FARM) Committee;
- Actively manage the Association accounts receivable within the authority granted by the Board; and
- Review policies and procedures for collection activity and coordinating with the ACC to insure consistency of actions and activity.

Membership: The Committee will consist of three to nine members, unless otherwise authorized by the Board. The Board will appoint a Board Member to serve as liaison on the Committee. The Committee will interview and nominate candidates for appointment by the Board. All Committee members must abide by the Committee Member Code of Conduct Policy.

Eligibility for Membership: Committee members must be Owners of the Anthem Country Club community and in good standing with the ACCCA and ACC. Members may not be a partnership or corporation. An ACCCA Board Director will serve on this Committee in an advisory capacity, not as a voting member. The Committee may consider the demographics of the community in selecting members to ensure balanced representation of views and interests.

Qualifications: Committee members should have a working knowledge of the ACCCA Governing Documents and the ability to attend both regularly scheduled and special Committee meetings.

Committee Terms: After serving six (6) years, members of an ACCCA Committee time out of that Committee in order to provide opportunities for other residents in the community to serve. The suggested length of the hiatus from a Committee is one (1) year. There may be exceptions to this guideline:

- The member may be allowed to return to the Committee in less than one (1) year if no one volunteers for the vacant position or if the member's experience or skill set may be deemed necessary for the smooth operation of that Committee.
- When a member is reaffirmed without a one (1) year hiatus, the reaffirmation term shall be two (2) years.
- The member may apply for membership in another Committee at any time when vacancies occur.

Removal of Members: All Committee members serve at the pleasure of the Board. Committee members may be removed by a majority vote of the Board. In addition, service may be terminated by term expiration, resignation or failure to meet eligibility requirements.

Committee Leadership: The Board will appoint one member of the Committee as chair. The chair will appoint a vice chair and may appoint other officers as deemed necessary. The chair is responsible for creating agendas with the Community Manager, leading meetings, and serving as the point of contact with the Community Manager. The vice chair will act in the chair's absence, with all powers, duties and responsibilities provided for the chair when so acting.

Meetings: The Committee will have regularly scheduled monthly meetings. There must be at least one meeting per quarter. Committee members must be available to attend a minimum of 75% of scheduled meetings each year either in person, via video conference, or telephone conference. Meetings may be canceled if there is no business or a quorum cannot be established. Special meetings may be held as the Committee chair deems necessary. Meetings are open to all homeowners. The Committee may adjourn into executive session to consider items which may be discussed in a closed meeting pursuant to Arizona Law A.R.S. 33-1804(A).

Procedures: Members will be provided at least four business days' notice of the time, place and agenda of all Committee meetings. Notice may be given in person, by phone, by mail or electronic mail. A majority of voting members present at a meeting constitutes a quorum to act on business before the Committee. Minutes of meetings will be recorded and provided to Committee members for review and approval. The chair will submit a report on all Committee activity to the Board at the Quarterly Board meetings.

Parliamentary Rules: Unless otherwise noted, *Robert's Rules of Order* (current edition) may govern the conduct of the Committee proceedings when not in conflict with Arizona law or the ACCCA Governing Documents.

Authority: The Committee and its respective members have no authority to bind the Association to any contractual or other liability and have no decision-making authority that is binding upon the Association. The Board may take action or make decisions with or without

involving the Committee and may take action and/or make decisions that are consistent with or contrary in whole or part to a Committee recommendation.