



Georgia Association of Public Pension Trustees

Promoting Education for Georgia's Public Retirement System Fiduciaries

Finance Committee Guidelines

General Information and Responsibilities

Effective Date: August 24, 2017 | Revision Date: January 25, 2022

Overview:

The Finance Committee, in coordination with the Treasurer, is responsible for overseeing the financial records of the Association.

Structure and Appointment:

The Finance Committee Chair is the leader of the Finance Committee.

Finance Committee Chair – GAPPT Treasurer (Elected by the membership)

- Two Year Term (Runs concurrently with Treasurer position)

Finance Committee Vice Chair – Recommended by the Chair and Appointed by the Board of Directors

- Two Year Term (In addition to any Committee Member Term)

Committee Members – Recommended by the Chair and Appointed by the Board of Directors

- Two Year Term

Finance Committee members and the Vice Chair report to the Chair. The Chair reports to the Board of Directors. Finance Committee members may be eligible for reappointment at the sole discretion of the Board of Directors.

In general, a person should not serve the Association in more than one capacity at any time, nor should two individuals from the same institution serve on the same committee.

Finance Committee members will generally serve two-year terms, with one half of the Committee rotating off annually; terms begin and end at the Annual Conference.

The Finance Committee will consist of members sufficient in number to handle the Committee's activities and responsibilities.

Member Qualifications and Evaluation:

To serve on the Finance Committee, an individual must be a GAPPT Affiliate, Plan Sponsor, or Emeritus member in good standing.

Committee members are evaluated annually by the Finance Committee Chair on their level of participation and adherence to these Committee Guidelines.

Member Resignation or Removal:

A member may resign from their position by giving written notice to the Finance Committee Chair. A member may also be removed from their position for cause. Reasons for removal to include, but not limited to:

- Engaging in conduct prohibited by the bylaws; or
- Failing to attend regularly scheduled Finance Committee meetings.

Compensation and Expense Reimbursement:

Committee members serve without compensation. Members may be reimbursed for reasonable expenses incurred while conducting or engaged in duties as allowed by GAPPT policy and with Board of Directors approval.

Member Responsibilities:

Active Finance Committee members should:

- Assist in monitoring and evaluating GAPPT policies and programs for funding, financial management, assets, risks, and insurance;
- Assist in monitoring GAPPT financial records;
- Assist in developing long-range financial and capital plans;
- Prepare for and attend Financial Committee meetings, ask questions, follow through on any given assignments, and review any supporting materials prior to meetings;
- Encourage GAPPT members to apply for future Finance Committee member positions;
- Remain current on GAPPT events by following its website, attending its educational programs, and learning more about the issues that impact Georgia's public retirement system trustees.
- Act as an ambassador for the Association;
- Communicate effectively with other committee members;
- Encourage other public retirement system professionals to attend GAPPT educational events and programs;
- Avoid conflicts of interests and comply with GAPPT policies; and
- Refrain from conduct that reflects negatively on the GAPPT.

Chair Responsibilities:

In addition to the responsibilities required of a committee member, the Finance Committee Chair is expected to guide their committee and collaborate with GAPPT staff to develop work plans and meeting agendas.

The Finance Committee Chair should:

- Coordinate the Board of Director's financial oversight responsibilities;
- Monitor and evaluate GAPPT policies and programs for funding, financial management, assets, risks, and insurance;
- Monitor GAPPT financial records;
- Create accurate, complete, timely, and meaningful financial statements to be presented to the Board of Directors;
- With assistance from the Executive Director, develop the annual budget and recommend to the Board of Directors for approval;
- Monitor budget implementation and financial procedures;
- Anticipate financial problems;
- Ensure compliance with federal, state, and other financial reporting requirements;
- Help the Board of Directors understand the Association's finances;
- With the Executive Director and Board of Directors, develop long-range financial and capital plans;
- Attend and provide documents for the Audit Committee's annual review;
- Prepare the Association's annual financial report and present the report at the GAPPT Annual Conference;
- Approve agendas of committee meetings before their distribution;
- Report to the Committee on decisions of the Board of Directors that affect the committee's work;
- Where appropriate, guide the committee in proposing new policies, programs and services that will further the mission and goals of the GAPPT and its Board of Directors;
- Where appropriate, make recommendations to the President for transmission to the Board of Directors;
- Serve as a facilitator by guiding and encouraging discussion at committee meetings; and
- Report on the committee meetings, including decisions reached, and follow-up actions to be taken, with deadlines for implementation.

Committee Information:

The following information is intended to support the Committee's role within the Association.

Documents: The Finance Chair should be familiar with the following:

- GAPPT policies associated with the Association's governance, including the bylaws;
- GAPPT policies relating to the Association's finances; and

- The GAPPT calendar.

Meetings: It is expected that the Committee meet as necessary to carry out their responsibilities.

Ad Hoc Committees: The Committee may establish ad hoc committees as necessary for an event.

Budget: If deemed necessary, the Treasurer will prepare a committee budget with input from the Executive Director and the Board of Directors.

Calendar and Planning Dates:

An updated GAPPT Calendar will be given to the Finance Committee Chair for distribution. Committee members should note any additions/changes regarding planning timelines and submit the updates to the Executive Director for inclusion on the following year's documents.

Thank you for serving on the GAPPT Finance Committee. Questions or concerns may be directed to the Finance Committee Chair and GAPPT Treasurer at treasurer@gappt.org, the GAPPT President at president@gappt.org, or the Executive Director at execdirector@gappt.org.