

Finance Task Force

2023/2024

CHAIR

Michelle White, Secretary/Treasurer

CHARGE

The Finance Task Force assists the Board's Secretary/Treasurer with the annual financial review of the association as well as the review of relevant finance-related processes. The Finance Task Force is convened as needed to develop new policies that deal with CHPA finances and may advise on appropriate financial metrics/goals for Board approval. At a minimum, the Finance Task Force will review the investment policy and existing financial related policies that require regular review.

COMPOSITION

The secretary/treasurer is the chair of this Task Force. Members of this task force are recruited from the membership at large, with interest in leadership and/or expertise in financial areas. All task force members shall belong to a member company in good standing. The composition of the rest of this task force represents a diverse range of CHPA member companies (membership type, revenue ranges, geographic locations) and the industry overall.

TERM

March 2023-February 2024

TIME

1-1.5 hours per quarter

STRATEGIC FRAMEWORK SUPPORT

The Board of Directors guides CHPA via a Strategic Framework which allows CHPA to be nimble and agile in program and services development and delivery. Task forces support a variety of objectives and action steps within the Strategic Framework. Below are the objectives this task force supports.

- Increase career center revenue to \$5,000 annually.

RESPONSIBILITIES AND ONGOING TASKS

- Support the secretary/treasurer as requested.
- Review current financial policies and procedures for recommended updates.
- Review financial metrics for relevance; recommend any changes to the CHPA Board.
- Participate in meetings throughout the year, typically held virtually.

STAFF LIAISON

Mary Ann Passi, CAE, CEO

STAFF RESPONSIBILITIES

- Maintain task force roster.
- Schedule task force meetings, work with chair(s) to develop agendas and complete meeting summaries.
- Provide financial reports, policies and procedures as needed for review and discussion.
- Provide support to the task force throughout the year including data, historical context and any other additional information needed to allow the task force to make informed recommendations.
- Provide broad-level perspectives of CHPA programs, services and initiatives which may impact the discussions of the task force.

IMPACT

Task force members will have the opportunity to familiarize themselves with the financial operations of CHPA and use their financial experience to advise association leaders from a variety of perspectives. Additionally, they will expand their professional network.