

Bylaws

Article V Committees

Section 1.0: Standing Committees

Standing committees are established on a permanent basis. The Workforce Investment Board establishes the following Standing Committees:

- a) Executive Committee
- b) Business Relations Committee
- c) Board Development Committee
- d) Budget and Finance Committee
- e) Youth Committee

Section 4.0: Budget and Finance Committee

The Budget and Finance Committee is comprised of the Chief Fiscal Officer from each county, the Fiscal Agent and at least one Board member with a financial background.

The purpose of the Budget and Finance Committee is to ensure that audit and fiscal systems are operating efficiently and that internal fiscal controls are in place. Reviews and makes recommendations for budgetary revisions pursuant to Board policy.

Note: A full list of responsibilities of the Budget and Finance Committee can be found Attachment A

Section 8.0: Committee Structure and Regulations

Section 8.1: Appointment of Committee Chairpersons

The Chairperson of Standing Committees and Ad Hoc Committees are appointed by the Chairperson of the Board for two-year terms and may be reappointed. Pursuant to Section 107(b)(4)(a) of WIOA law, Standing Committees shall be chaired by a member of the Local Board.

In the event that a Committee Chair is vacated through resignation or other consideration including cause during a regularly appointed term, the Board Chair a replacement to complete the term.

Committee Chairpersons will be responsible to:

- Convene and preside at all Committee meetings;
- Exercise all other appropriate Chair duties;
- Serve as a member of the Executive Committee (Standing Committees only).

Section 8.2: Committee Composition

The Chairperson of the Board, after consultation with the Standing Committee Chairperson(s), appoints and removes members of committees. Non-Board members may be appointed to any of the committees, except the Executive Committee. Non-Board members of all Committees/Teams shall be considered non-voting members of the Workforce Investment Board.

Section 8.3: Meeting Schedule

The committee chairpersons will determine regular meeting schedules for their committees, in consultation with the Board Chairperson.

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Committee Description

Committee Name: Budget and Finance Committee

Committee Purpose: The role of the finance committee is primarily to provide financial oversight for the organization. Typical task areas for small and midsize groups include budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies.

- Review budgets initially prepared by staff, and help develop appropriate procedures for budget preparations
- Provide budget recommendations and financial guidelines to the Executive Committee and the Board
- Report to the Board any financial irregularities, concerns, opportunities
- Work with staff and Fiscal Agent on desired financial reports, and ensure that reports are accurate and timely
- Advise WIB Administrator and appropriate Committee members on financial priorities

Reports To: WIB Executive Committee

Chaired By:

Meeting Frequency: Quarterly

Essential Functions and Duties:

Budgeting and Financial Planning

Reporting

Internal Controls and Accountability Policy