

Wisconsin Access to Justice Commission
Finance Committee Charter
Adopted July 27, 2010

I. Purpose

The primary purpose of the Finance Committee is oversight to assist the Board in fulfilling its fiduciary responsibilities in connection with the financial affairs of The Commission. The Committee will assist the Board in the oversight of:

- Internal budget, financial and accounting functions
- The Commission's financial controls and policies;
- Budget preparation and accountability;
- Collaboration and cooperation with State Bar finance and funding liaison staff and volunteers;
- Exploration of internal funding and financial sustainability of the Commission.

II. Composition

The Committee shall consist of 3 or more individuals from the Board. Committee members shall be recommended for approval to the Executive Committee. Committee members shall serve until such member's successor is duly elected or until such member's earlier resignation or removal. Two-thirds of the members of the Committee shall constitute a quorum.

The Treasurer shall be the chair of the Finance Committee. The Committee will be staffed by the State Bar Pro Bono Coordinator, whose presence would not be necessary for a quorum.

III. Meetings

The Committee shall meet at least quarterly and may also schedule additional meetings with State Bar staff or others to address specific accounting or finance issues throughout the year.

IV/ Authority, Duties and Responsibilities

In carrying out this oversight role, the Committee shall carry out the following duties and responsibilities:

- Provide oversight and review of financial short term and long term plans, financial policies and related internal controls and make such reports and recommendations to the Board, as deemed necessary.
- Advise the Board regarding the financial matters of the Commission.
- Review basic financial goals to be achieved by the Commission.
- Develop and recommend an annual budget to the full Board for approval.
- Review significant Commission relationships with banks.
- Exercise such other duties and authority as shall be assigned or granted to it from time to time by the Board.
- Review the adequacy of this Charter at least annually and recommend any proposed changes to the Board for approval.

The Committee shall have authority to obtain advice and assistance from internal or external legal, accounting or other advisors as it deems appropriate, and to approve the fees and expenses of such advisors if the amounts would not exceed the approved budget line for such services.