Society for Public Health Education

# FINANCE COMMITTEE CHARGE

**Purpose**
To provide financial oversight and strategic guidance to SOPHE board by approving the annual budget, reviewing financial reports monthly, review internal controls, managing investments and reserves, and developing financial policies and strategic plans to achieve financial goals and long-term sustainability.

**Number of Members: 8 to 10**

**Composition:**
Members include the Treasurer and a variety of members reflecting SOPHE's present and past board members. The Treasurer is part of the Executive Committee, Chair of the Finance committee and Chair of the Audit Committee.

**Method of Appointment**
The Treasurer shall be appointed by the President, in consultation with the President-Elect and Chief Executive Officer. Members can self-nominate themselves to the committee. The Treasurer has the final approval of the finance committee members.

**Term of Office**
The Treasure's two-year term begins immediately following the annual SOPHE Business Meeting during the Annual Conference of the year appointed.

**Accountability:**
Reports to: Board of Trustees
Key relationships: Executive Committee, Finance Committee and Audit Committee.

**Staff Liaison(s)**
Daniel Anbiah, CFO, (primary) and Maricela Arias-Cantu, CEO (backup).

**Responsibilities**

The CFO is responsible for providing high-quality, accurate and transparent financial data, strategic insights, and expert guidance to the finance committee. This includes preparing detailed budgets, financial forecasts, and reports that show performance against plans and identify trends. The CFO ensures the committee is well-informed about SOPHE's financial health, manages financial risks, provides information for strategic planning, and guides the committee in ensuring compliance with regulations and donors requirements.

**Meeting Frequency:**

Monthly

**Estimated Time Commitment**

1 hour per month

***Scheduled***

- Committee Zoom Meetings (monthly)

*Busiest Times of the Year*

- Q3 & Q4