

GOVERNING BODY OF NEVADA STATE HIGH SCHOOL

Finance Committee Member

Interest Form

PART I: Position Description

Section A: Committee Purpose:

The finance committee is a standing committee of the Governing Body (see Policy 1000 Article V). The purpose of the committee is to make recommendations for effective and efficient operation of the school.

Section B: General Committee Member Responsibilities:

Members have the responsibility for overseeing the financial portfolio of the school, ensuring there are adequate safeguards, reporting to the Governing Body on the review of financial audits/performance frameworks, and monthly school financials.

Section C: Committee Appointments and Composition:

The members of the finance committee shall include the following:

1. Chairperson of the finance committee shall be appointed by the Board Chair;
2. Both the Finance and Operations Director (FOD) and the COO will be members of the committee;
3. Additional committee members may be appointed by the committee Chair from members of supporting groups (see Policy 1000 Article VI), the school, or the community at large;
4. The committee shall be no more than seven members.

Section D: Meeting Dates:

The members of the finance committee shall plan on meeting on the second Tuesday Aug., Oct., Jan., and Apr. There are no requirements on how many times the committee meets during the school year; however, a majority of active committee members shall be present to constitute a quorum. A quorum of members may not assume powers or vote on items for final action that is the responsibility of the Governing Body.

Section E: Specific Committee Member Responsibilities:

1. Review annual assumptions of the charter school for alignment with the school goals;
2. Analyze annual budget for consistency with assumptions;
3. Finalize the material that the Governing Body will review for budget approval;
4. Check the five-year financial forecast annually for long-range planning;
5. Confirm purchase orders are being used to accurately reflect the school's annual encumbrances;
6. Study the school's annual independent financial audit for corrective action;
7. Monitor the school's monthly financials and budget variances for possible Governing Body action;
8. Report, in a manner determined by the Governing Body, the work of the committee;
9. Determine board training to ensure trustees can be effective stewards of the school's finances;
10. Evaluate the financial health of the school.

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PART II: Public or Self-Nomination

Section A: Nominee Requirements

The finance committee is a standing committee of the Governing Body. The committee is made up of no more than six members. The committee is searching for a diverse group of individuals that represent our charter school community and there is no requirement to have any financial background to serve on this committee. For consideration to serve on the committee, please complete the information below including:

Check *ALL* the areas that best describe the nominee's personal or professional position

- | | |
|---|--|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> NV Licensed school administrator |
| <input type="checkbox"/> Financial services | <input type="checkbox"/> NV Licensed teacher elementary |
| <input type="checkbox"/> Law | <input type="checkbox"/> NV Licensed teacher middle school |
| <input type="checkbox"/> Human resources | <input type="checkbox"/> NV Licensed teacher high school |
| <input type="checkbox"/> Parent of student attending NSHS | |

Section B: Nominee Contact Information

NAME OF NOMINEE

CELL #

EMAIL ADDRESS

HOME #

HOME ADDRESS

CITY, STATE ZIP

Section C: Other Information

One term of service is for one (1) year with a maximum of three (3) terms or three (3) total years. The committee plans to meet four times per year on the second Tuesday of Aug., Oct., Jan., and Apr.

Section D: Nominee Statement of Interest

Provide any additional comments you would like the committee chair to consider regarding the nominee (*For example, why you believe the nominee is willing to serve in this position*)

Signature _____

Date: _____

If you or your nominee is willing to serve on the finance committee, then please complete this form and send it to the Governing Body at 2651 North Green Valley Parkway Suite 106, Henderson, NV 89014. You may also email the completed form to governingbody@earlycollegenv.com. **Deadline: Perpetually Recruiting**