

Committee Responsibilities Guide

Meeting Date	Audit & Finance	Governance	Compensation
Q1	<ul style="list-style-type: none"> • Review Prior Year End Financials vs. Budget • Review Proposed Budget • Review of Risk Exposures • Review any outstanding Legal Matters • Review Code of Ethics and Conflicts of Interest, Whistleblower and Document Retention policies 	<ul style="list-style-type: none"> • Current and Subsequent Year Board & Committee Schedule • Committee Assignments • Board Skills Matrix • Board Candidates Review • Board Recruitment 	<ul style="list-style-type: none"> • Prior Year Performance • Compensation Senior Staff • Bonus Senior Staff • CEO Compensation
Q2	<ul style="list-style-type: none"> • Review of Audited Financial Statements and Related Matters • Prior Year Audit Firm Review and Selection for Subsequent Year • Review Audit & Investment Committee Charter 	<ul style="list-style-type: none"> • Annual Review of all Governance Documents (Bylaws; governance guidelines; board and committee charters; board committee structure) • Annual Board Calendar • Review Rotation of Committee Memberships and Chairs • Review CEO Succession Planning (Shared duty with Comp Committee) • Review Governance Committee Charter • Board Recruitment 	<ul style="list-style-type: none"> • Review CEO Succession Planning (shared duty with Governance Committee) • Review Compensation Committee Charter
Q3	<ul style="list-style-type: none"> • Review Monthly Financial Statements • Review Mid-Year Budget and Financial Plan • Review Investments and Policies 	<ul style="list-style-type: none"> • Board Skills Matrix Review • Board Candidates Review • Board Recruitment 	
Q4	<ul style="list-style-type: none"> • Review Monthly Financial Statements 	<ul style="list-style-type: none"> • Distribute Board Evaluation Forms (every other year) • Board Candidates Review • Board Recruitment 	<ul style="list-style-type: none"> • (Possible meeting to review preliminary performance results and comp proposals for new fiscal year.)