



## **Holy Trinity Pastoral Council St Edmond Catholic School Board Finance Charter**

*Holy Trinity Parish of Webster County proclaims the Good News of Jesus Christ by promoting spiritual enrichment for all Catholics thru our discipleship, worship, stewardship, and living Christ's Love*

*St. Edmond Catholic School partners with families in providing their children an excellent Catholic education, holistic formation, and a community in which Christian discipleship is our goal*

**Committee Name:** Finance Committee

**Current Committee Chair:** Doug Smith/Mike Johnson

### **Finance Committee Mission**

**Committee Mission:** The Committee is to provide oversight, direction, and guidance for all of the financial decisions impacting Holy Trinity and St Edmond. The Committee is responsible for ensuring the finances of the Parish and School are used in an efficient and reliable manor, as well as to determine the long-term financial needs of the Parish and the School.

**The Role:** The committee will serve as an advisory committee to the Holy Trinity Parish Pastoral Council and the St. Edmond Catholic School Board. In conjunction with the Holy Trinity / St. Edmond Business Manager, the Committee will provide guidance to ensure the financial statement preparation, budget process, accounting, and all related business affairs is properly executed according to established best practices for a Catholic parish and Catholic school.

**The Authority:** This committee operates as a standing committee for both the St. Edmond Catholic School Board and the Holy Trinity Parish Council.

## Holy Trinity Parish Pastoral Council and Saint Edmond Catholic School Board Responsibilities

- Provide specific objectives as identified in the Strategic Plan (to be determined with input from the committee chair and committee members) that are to be achieved by the committee annually.
- Monitoring and oversight of the committee's activities.
- Serve as a liaison between Administration and the Committee
- Offer a direction on any issue or activity considered
- Provide needed support necessary resources to meet the committee objectives

## Committee Member Roles & Responsibilities

Committee members have the following major roles within the committee.

1. Attend meetings- The Finance Committee will meet on the 3<sup>rd</sup> Tuesday of each month at 12:00 noon at the HTP Conference Room, unless otherwise instructed by the Committee Chair.
2. Attendance and participation should be active to remain on the committee.
3. Provide suggestions for agenda items.
4. Provide information and resources.
5. Participate in committee's discussion, analysis, and deliberation of issues, including specific assigned tasks.
6. Provide recommendations for improvement.
7. Represent the committee at official functions and meetings.
8. Accept committee appointments.
9. Read and acceptance of committee appointment of roles and responsibilities.
10. Annually evaluate and update the committee's achievements based upon the Strategic Plan.
11. Committed to advancing the business practices of the Parish and St. Edmond Catholic School

## Structure of the Committee

Representative from the following areas:

- Holy Trinity Parish Pastoral Council Representative
- St Edmond School Board Representative
- Holy Trinity / St Edmond Staff
- Stakeholders
- Parents

The committee consists of individuals with expertise in the desired discipline of finance and related budgeting experience. Anyone who is a member of the parish and actively practicing the Catholic faith is eligible for consideration.

**Composition:** The committee shall be composed of at least ten (10) members who satisfy the fundamental needs of financial analysis. Where deficiencies occur, they will rely on outside expertise deemed necessary for the current needs of the committee.

## Nominations and Appointment of Committee Members

Nominations can come from any source and will come to the Committee for consideration. When changes in membership are necessary, recommendations for replacement members should be solicited from the committee, Holy Trinity Pastoral Council, St. Edmond Catholic School Board, and School Administration.

**Selection:** Each year when deficiencies occur the committee will seek candidates to fill openings on the committee and submit their names to the Standing Facilities Council for consideration. Representatives of the Finance Council and one (1) member of staff will approve the nomination of a candidate by a majority of the quorum to arrive at the final appointments.

**Terms of Office:** Selected members of the committee shall serve a term of three (3) years. Terms run concurrent with the Parish's fiscal year.

**Officers:** The committee will include a Chairperson, Vice Chairperson and Secretary. The duties of the Chairperson will include meeting facilitation, agenda preparation and membership selection. The Vice Chairperson shall act in the absence of the Chairperson. The Secretary will cause minutes to be taken and ensure that minutes are distributed and filed. The Secretary may be a staff member of HTP. This charter allows for a non-member to take minutes should this become a preference of the committee. The Chairperson, the Vice Chairperson and Secretary shall be selected annually at the first meeting of the new term according to the process of majority of a quorum.

**Vacancies:** In the event there is a vacancy with an unexpired term of more than six (6) months the Chairperson shall discern who will fill out the remaining term. If the unexpired term is less than six (6) months, it shall remain unfilled until the next regularly scheduled selection process.

The appointment of members (new or replacement) should be made by written notification of their appointment to the appointed Holy Trinity and St Edmond Staff Member. A person can choose to exit a committee by turning in a resignation notice to the committee chair.

## Committee Officer Duties and Members

### *Chairperson*

The primary function of the Chair is to provide leadership at all meetings. The responsibilities of the Chair will vary depending on the needs of the committee.

1. Cooperate with the St. Edmond Catholic School Board and Committee members in choosing meeting dates and securing needed information and following up on activities.
2. Timely prepare and distribute an agenda and minutes for each meeting.
3. Preside over committee meetings.
4. Develop a desirable working relationship among committee members.
5. Give and encourage committee members an opportunity to express their opinions.
6. Obtain general agreement of members and relay recommendations back to the Council, and the QIT and Saint Edmond Catholic School Board.
7. Verify that committee recommendations appear correctly in the minutes.
8. Represent (or appoint representation for) the committee at official functions and meetings including the monthly Pastoral Council and School Board meeting.

9. Organize and appoint work groups within the committee.
10. Assist in identifying new committee members.
11. Assist in identifying the committee goals, objectives, agendas, calendar, and dates in conjunction with committee members.
12. Submit electronically to the appointed Holy Trinity and St Edmond Staff member copies of agenda, minutes, and attendance records after each meeting.

### ***Committee Minutes***

Committee minutes shall be taken at all meetings and be representative and produce high quality and accurate recording of the required action steps, timetables for action, decision-making and intended results. Committee minutes should also be included.

1. Holy Trinity Parish Mission Statement
2. Saint Edmond Catholic School Mission Statement
3. Use of the standard Strategic Planning reporting template for minutes
4. Record and track attendance

### ***Holy Trinity / St Edmond Staff Liaison Role and Responsibilities***

Person responsible to represent and communicate between the committee and the St Edmond Administration

1. Represent Holy Trinity / St Edmond Administration at committee meetings.
2. Communicate between Holy Trinity /St Edmond Administration and the Committee and share feedback from each organization.
3. Provide staff support to the committee.
4. Assist with the direction of the committee.

## **Changing of the Committee Charter**

The charter of this committee may be changed when the members, by majority vote, recommend changes to the Holy Trinity Parish Council/St Edmond School Board and are approved by such bodies. The Finance Committee will consult with the Holy Trinity Parish Council / St Edmond Catholic School Board before changes are implemented.

## St Edmond Catholic School Board Finance Committee Roster

| <b>Committee Role</b> | <b>Name</b>      | <b>Email</b>      | <b>Phone</b> | <b>Address</b>             | <b>City, St, Zip</b> |
|-----------------------|------------------|-------------------|--------------|----------------------------|----------------------|
| Chair                 | Doug Smith       | dksprog@gmail.com | 515 570-4195 | 1039 N 26 <sup>th</sup> St | Fort Dodge IA 50501  |
|                       | Mike Johnson     |                   |              |                            | Fort Dodge IA 50501  |
|                       | Beth Lawler      |                   |              |                            |                      |
|                       | Marissa Crimmins |                   |              |                            |                      |
|                       | Craig Schlien    |                   |              |                            | Fort Dodge IA 50501  |
|                       | Pat Leiting      |                   |              |                            | Fort Dodge IA 50501  |
|                       | Tracy Crimmins   |                   |              |                            | Fort Dodge IA 50501  |

Barb O'Connor

Dr. Jesse Ulrich

Monica Shelley

Sydney Pokorny

Msgr McCoy

Fr Ross

**St Edmond Catholic School Board  
Strategic Plan Monthly Reporting**

Committee:

Chairperson:

Staff Liaison:

| Strategic Action Item/Discussion | Responsible Party | Timeframe | Resources Needed |
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**Holy Trinity Pastoral Council / St Edmond Catholic School Board  
Strategic Plan Monthly Reporting**

Committee: Finance

Chairperson:

Staff Liaison:

| Strategic Action Item/Discussion | Responsible Party | Timeframe | Resources Needed |
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