

I. Committee Purpose and Responsibilities

The Finance Committee is responsible for planning, monitoring, and overseeing the organization's financial resources including, but not limited to, budgeting, financial reporting, and the creation and monitoring of internal controls and financial policies as well as oversight of the annual independent audit.

The Finance Committee will provide interface with other RAC committees, professional associations, and state agencies appropriate to RAC/Member funding considerations.

II. Chair/Chair Elect Responsibilities

A. Chair

1. The Committee Chair serves as the principal liaison between the Committee and the Board of Directors with responsibilities that include, but are not limited to:
 - a) One vote on the Board of Directors representing the collective vote of Finance
 - b) Knowledge of the NCTTRAC Bylaws
 - c) Knowledge of NCTTRAC programmatic obligations
 - d) Scheduling meetings
 - e) Meeting agendas and minutes
 - f) Committee reports to the Board of Directors at least quarterly
 - g) Standard Operating Procedures.
2. The Committee Chair must be a representative of a voting NCTTRAC member in good standing as defined in the NCTTRAC Bylaws.
3. The term of the Committee Chair is two years.
4. The Committee Chair may not simultaneously hold another elected position in NCTTRAC.
5. The Committee Chair only votes at the Finance meeting in the event of a tie.
6. The Committee Chair has the authority to call or postpone Finance Committee meetings.

A. Chair Elect

1. The Chair Elect assists the Chair with committee functions and assumes the Chair responsibilities for committee activity and meeting management in the temporary absence of the Chair.
2. The Chair Elect may serve in lieu of the Finance Committee Chair for Board of Directors responsibilities.

3. The Chair Elect must be an employee of a NCTTRAC member in good standing as defined in the NCTTRAC Bylaws.
4. The Chair Elect automatically ascends to the Chair position at the end of the current Chair's term.
5. Candidates for Chair Elect will be nominated by members of the Finance Committee Core Group
6. The Chair Elect position will be voted on by the Finance Committee every two years or when this position has been vacated by the incumbent.

III. Meetings, Agenda, and Minutes

- A. The Committee will meet at least quarterly.
- B. All related meetings will be held as open meetings.
- C. The Committee will follow a NCTTRAC approved format for the meeting agenda and minutes.
- D. The Committee will normally be provided with staff support to draft minutes and capture attendance information following each meeting as a record of committee activities.
- E. See Article IX of the NCTTRAC Bylaws for further details on standing committees with core group membership.

IV. Product Responsibilities (SOPs, SOGs, Protocols, Guidelines, and Plans)

(Each reflects most recent review as of this document review/revision date.)

- A. SOP - Asset Management
- B. SOP – Budget Policy
- C. SOP - Distribution of Funds
- D. Policies - Financial Policies & Procedure
- E. SOP - Officer/Committee Travel Reimbursement
- F. SOP - Record Retention/Destruction
- G. SOP - Sponsorships for NCTTRAC Events
- H. SOP - Transactions of the Organization
- I. Report – CPI Report for Annual Membership Dues Increase

V. Core Group

- A. The Finance Committee Core Group shall be comprised of representatives from member hospitals and emergency medical service agencies (EMS). In accordance with the NCTTRAC Bylaws, committee voting authority afforded to Finance Core Group representatives includes only NCTTRAC members.

B. **Representation:** The Finance Core Group will be comprised of specified or "peer-group" primary and alternate representatives of the following:

Position	Appointed/Elected by	Notes (all must be from an member organization in good standing)
Committee Chair	Core Group Members	
Committee Chair-Elect	Core Group Members	
NCTTRAC Chair Elect	General Membership	
NCTTRAC Treasurer	General Membership	
JPS Hospital District	JPS Appointee	System Director/Manager Level
Parkland HHS	PMH Appointee	System Director/Manager Level
Baylor HCS	BHCS System Appointee	System Director/Manager Level
HCA	HCA System Appointee	System Director/Manager Level
Methodist HS	MHS System Appointee	System Director/Manager Level
Texas Health Resources	THR System Appointee	System Director/Manager Level
At Large Stand Alone Hospital	Elected by peer group of facilities that are not in any of the above systems	Hospital Director/Manager Level
Dallas County EMS	Dallas County Fire Chiefs	Supervisor or Director/Manager Level
Tarrant County EMS	Tarrant County Fire Chiefs	Supervisor or Director/Manager Level
Collin County EMS	Collin County Fire Chiefs	Supervisor or Director/Manager Level
Denton County EMS	Denton County Fire Chiefs	Chief or Director/Manager Level
At Large Urban Provider (non-fire from Collin, Dallas, Denton, or Tarrant or any provider from Ellis, Grayson, Hunt, Johnson, Kaufman, Parker, Rockwall, or Wise)	Elected by peer group of EMS agencies in urban counties that are not represented in any of the above fire organizations	Director/Manager Level
At Large Rural Provider (from Cooke, Erath, Fannin, Hood, Navarro, Palo Pinto, or Somervell Counties)	Elected by peer group of EMS agencies in rural counties that are not represented in any of the above fire organizations	Director/Manager Level
Air Provider	Elected by peer group of NCTTRAC air medical providers	Director/Manager Level

- C. **Quorum:** A simple majority of the Finance Core Group present and entitled to vote shall constitute a quorum at a meeting.
- D. **Voting:** The Chair shall manage voting issues in accordance with existing NCTTRAC bylaws and procedures. Either the Finance Core Group representative or his/her designated alternate (in writing) shall exercise the right to vote on Finance Committee matters as necessary. Minutes and voting activity will normally be documented by supporting staff. Each approved majority vote of the Finance Core Group will be subject to the final approval or disapproval of the North Central Texas Trauma Regional Advisory Council Board of Directors. The decision of the NCTTRAC Board of Directors is final.
- E. **How constituted:** The Finance Chair shall preside over Finance Committee and its identified Core Group. The Finance Core Group will elect a Chair in accordance with NCTTRAC bylaws. The Finance Chair must be a representative of a NCTTRAC member in good standing.
- F. **Term:** Finance Core Group Representatives will be appointed by their respective organizations or peer groups and considered for continuation or rotation annually, normally in conjunction with the NCTTRAC fiscal year calendar. Changes to committee functional representation can be recommended by a two-thirds majority vote of the Finance Core Group, modification of this SOP, and subsequent approval by the North Central Texas Trauma Regional Advisory Council Board of Directors.
- G. **Resignation:** Any representative may voluntarily withdraw from participation.
- H. **Expulsion:** Any representative can be expelled upon a two-thirds majority vote of the Finance Core Group and subsequent approval by the North Central Texas Trauma Regional Advisory Council Board of Directors. Any representative identified for potential expulsion has the right to present themselves to the Finance Core Group and/or the Board of Directors in consideration of such action.
- I. **Meetings:** Meetings shall be managed in accordance with NCTTRAC Bylaws.
 - 1. **Subcommittees, Working Groups and Standing Reports:** Subcommittees must be approved in conjunction with a change to the NCTTRAC Bylaws. Working Groups and/or and Standing Reports to Finance may be established at the discretion of the Finance Chair and will operate in due consideration of NCTTRAC's Bylaws and this SOP. Finance has no current subcommittees. Current workgroups include only the Finance Workgroup.
- J. **Funds:** The right to execute legal contracts or obligations is reserved for NCTTRAC staff under the direction of the NCTTRAC Board of Directors.
- K. **Amendments:** This SOP may be altered, amended or repealed in accordance with NCTTRAC policy and with approval of the North Central Texas Trauma Regional Advisory Council Board of Directors.