

1. Committee Purpose and Responsibilities

1.1. The Finance Committee is responsible for planning, monitoring, and overseeing the organization's financial resources. These responsibilities include, but are 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 committee will provide interface with other RAC committees, professional associations, and state agencies appropriate to RAC/Member funding considerations. Elected and/or appointed representatives to the Finance Committee Core Group must be documented representatives of a NCTTRAC member organization in good standing. Committee Core Group representatives are strongly preferred to have financial and/or budgetary responsibilities within a NCTTRAC Member organization in good standing.

2. Sub-Committees and Work Groups

2.1. Sub-Committees must be approved in conjunction with a change to the NCTTRAC Bylaws. Workgroups may be established at the discretion of the Chair of the Board of Directors and will operate in due consideration of NCTTRAC's Bylaws and this SOP. Standing Reports may be established by the Finance Committee Chair. Finance has no current subcommittees. Current workgroups include only the Revenue Sustainment Workgroup.

3. Committee Chair/Chair Elect Responsibilities

3.1. Chair

3.1.1. 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:

3.1.1.1. Knowledge of the Bylaws.

3.1.1.2. Scheduling meetings.

3.1.1.3. Meeting agenda and notes.

3.1.1.4. Providing committee report to the Board of Directors at least quarterly.

3.1.1.5. Annual review of committee SOP, and SPI indicators.

3.1.1.6. Provide or arrange for knowledge and dissemination of appropriate liaison group activities to the committee core group and the Board of Directors.

3.1.2. The Chair must be a documented representative of a NCTTRAC member in good standing as defined in the NCTTRAC Membership and Participation SOP.

3.1.3. The Chair will serve a one-year term of office, beginning at the start of the Fiscal year, and be succeeded by the Chair Elect at the end of the Fiscal Year.

3.2. Chair Elect

3.2.1. The Committee 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. The Chair Elect may serve in lieu of the Finance Committee Chair for Board of Directors responsibilities.

3.2.2. The Chair Elect must be a documented representative of a NCTTRAC member in good standing as defined in the NCTTRAC Membership and Participation SOP.

3.2.3. The Chair Elect automatically ascends to the Chair position at the end of the current Chair's term or if the Chair position is otherwise vacated.

- 3.2.4. Nominees for the Chair Elect position will originate from the eligible Finance Committee primary and alternate representatives and will be voted on by the Finance Committee annually or when the incumbent has vacated this position.
- 3.2.5. The Chair Elect will retain his/her position as an appointed/elected representative to their core group position until ascending to the Committee Chair position, at which time he/she may be replaced on the roster of position primary or alternate representatives.

4. Committee Representation

- 4.1. In accordance with NCTTRAC Bylaws Article IX, there is a voting core group identified within the Finance Committee.
- 4.2. Representation: The core group within the Finance Committee will be comprised of specified or “peer-group” primary and alternate representatives of the following:

Position	Appointed/Elected by	Notes (all must be from a member organization in good standing)
Committee Chair	Core Group Representatives	
Committee Chair-Elect	Core Group Representatives	Sourced from active Finance Committee primary/alternate representatives and retains core position until ascension to Committee Chair
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	Selected from a 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

Position	Appointed/Elected by	Notes (all must be from a member organization in good standing)
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)	Selected from a 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)	Selected from a 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

- 4.3. Quorum: A simple majority of the active Finance Core Group representatives present shall constitute a quorum at a meeting. Finance Core Group representatives will be considered active if they have met minimum attendance requirements and are representing a NCTTRAC member organization in good standing.
- 4.4. Voting: The Chair shall manage voting issues in accordance with existing NCTTRAC bylaws and procedures. Either the primary Finance Committee 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 Committee will be subject to the final approval or disapproval of the NCTTRAC Board of Directors. The decision of the NCTTRAC Board of Directors is final.

5. Committee Attendance

- 5.1. All Committee representatives are expected to participate in all Finance Committee meetings with attendance by either the primary or alternate appointee either in person or through virtual systems. The minimum standard of attendance will be four of the six most recent Finance Committee meetings.

6. Committee Liaisons

- 6.1. Texas EMS, Trauma and Acute Care Foundation (TETAF)

7. Standing Committee Obligations

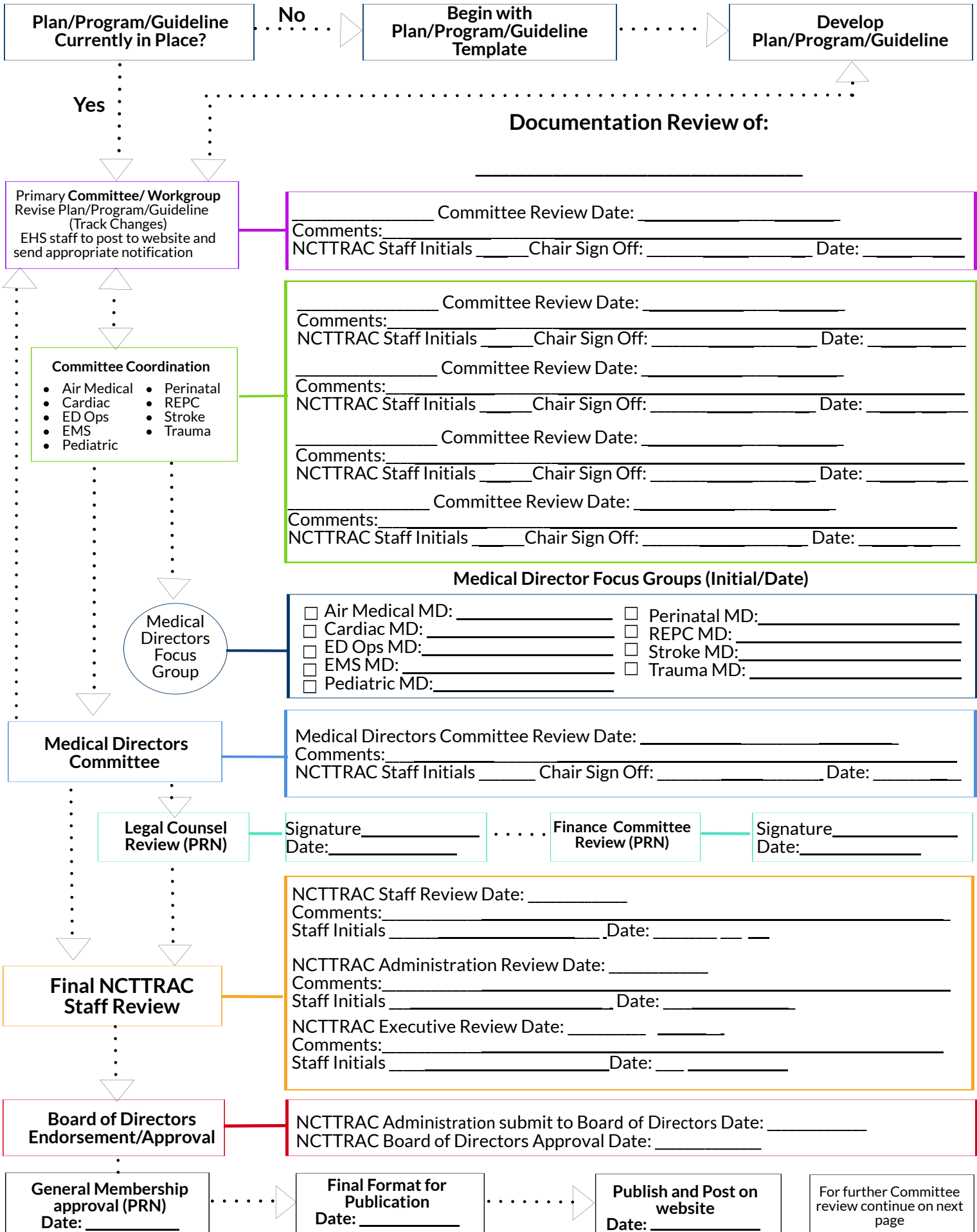
- 7.1. Annual Update of Committee SOP
- 7.2. Setting the annual budget
- 7.3. Timely audit review and completion
- 7.4. Timely review and presentation of financial position

8. Projected Committee Goals, Objectives, Strategies, Projects

- 8.1. Maximize the use of contractual funding
- 8.2. Meet or exceed unrestricted budget
- 8.3. Investment review quarterly
- 8.4. Annual review of future needs of the RAC based on contractual funding and unrestricted income projections
- 8.5. NCTTRAC's "Accountability Scorecard" spreadsheet will be used to document commitments and progress with associated efforts.

9. Unobligated Budget Requests

- 9.1. Recommendations from the Finance Committee, coordinated through the Finance Committee, seeking approval from the Board of Directors for financial backing and execution authority in support of related initiatives, projects, and/or education efforts within TSA-E.



Committees Continued

_____ Committee Review Date: _____
Comments: _____
NCTTRAC Staff Initials _____ Chair Sign Off: _____ Date: _____
_____ Committee Review Date: _____
Comments: _____
NCTTRAC Staff Initials _____ Chair Sign Off: _____ Date: _____
_____ Committee Review Date: _____
Comments: _____
NCTTRAC Staff Initials _____ Chair Sign Off: _____ Date: _____
_____ Committee Review Date: _____
Comments: _____
NCTTRAC Staff Initials _____ Chair Sign Off: _____ Date: _____