



Trout Unlimited Sagebrush Chapter Policies, Procedures, and Standards Form

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1.0	PURPOSE
	This policy establishes the composition and purpose of the Sagebrush Chapter Finance Committee of the Trout Unlimited Sagebrush Chapter, hereinafter referred to as the "Chapter."
2.0	POLICY
	The Chapter Finance Committee, hereinafter referred to as the "Committee", is composed of four (4) Chapter members in good standing who are appointed by the Chapter President, plus the Chapter Treasurer who will serve as chairperson. The Committee will select a vice chairperson. The Committee develops investment policy, establishes the annual Sagebrush Chapter operating budget, and manages the financial resources of the Chapter, subject to the approval of the Board of Directors, hereinafter referred to as the "Board", and the membership.
3.0	PROCEDURE
	<p>3.1. All non-standing Committee members will serve a two (2) year term. Two of the initial appointees to the Committee will serve a one (1) year term to provide for continuity of the Committee.</p> <p>3.2. Committee members are expected to attend and actively participate in all scheduled Committee meetings.</p> <p>3.3. A Committee member may request to be removed from the Committee at anytime by providing written notice to the Sagebrush Chapter President and/or Committee chairperson.</p> <p>3.4. A Committee member that misses three (3) consecutive planned Committee meetings may be excused from the Committee.</p> <p>3.5. Communications between Committee members shall take place by: meeting, telephone, conference call, electronic mail, or videoconference.</p> <p>3.6. Information and work products developed by the Committee are the sole property of the Chapter and are only to be disclosed to accounting, financial, and legal professionals on a need-to-know basis. The Board will determine further dissemination of Committee information, but not exclusively to Trout Unlimited International and appropriate local, state, and government agencies.</p>

4.0	STANDARDS
5.0	DEFINITIONS
	<p data-bbox="269 233 1471 296">5.1. Board of Directors – as defined by the Trout Unlimited Sagebrush Chapter By-Laws Article V.</p> <p data-bbox="269 327 1471 390">5.2. Membership – as defined by the Trout Unlimited Sagebrush Chapter By-Laws Article II.</p> <p data-bbox="269 422 1471 485">5.3. Treasurer - as defined by the Trout Unlimited Sagebrush Chapter By-Laws Article III Section 4.</p> <p data-bbox="269 516 1471 579">5.4. Work Products - Documents, electronic files, etc. that result from efforts made by chapter members.</p>
6.0	ROLES AND RESPONSIBILITIES
	<p data-bbox="269 695 889 730">6.1. Sagebrush Chapter Finance Committee</p> <p data-bbox="342 762 1471 825">6.1.1. Develop, review, revise, and recommend for Board approval the Chapter investment strategy, including, but not limited to, Chapter endowment funds.</p> <p data-bbox="342 856 1471 919">6.1.2. Develop, review, revise, and recommend for Board approval the investment policy statement and review long-term performance of Chapter funds.</p> <p data-bbox="342 951 1471 1014">6.1.3. Determine the amount of funds available on an annual basis for use in financing projects approved by the Projects Committee and general Chapter expenses.</p> <p data-bbox="342 1045 1471 1108">6.1.4. Recommend cumulative expenditures in excess of \$1000 to the Board for approval.</p> <p data-bbox="342 1140 1471 1203">6.1.5. Recommend cumulative expenditures in excess of \$5000 to the Board and Membership for approval.</p> <p data-bbox="342 1234 1471 1297">6.1.6. On an annual basis, or upon request by the Board, the Committee will prepare fiscal reports for all Chapter banking and investment accounts for review.</p> <p data-bbox="269 1329 756 1365">6.2. Sagebrush Chapter Treasurer</p> <p data-bbox="342 1396 748 1432">6.2.1. Manage the Committee.</p> <p data-bbox="342 1463 1222 1499">6.2.2. Present Committee fiscal reports to the Board and members.</p> <p data-bbox="342 1530 1195 1566">6.2.3. Authorize cumulative expenditures up to \$1000 per month.</p> <p data-bbox="342 1598 1471 1724">6.2.4. Keep all necessary financial records, depositing funds in the appropriate account(s), disbursing funds according to policy, maintaining proper security of all funds, and filing the necessary reports with Trout Unlimited International and appropriate government agencies.</p> <p data-bbox="342 1755 1471 1902">6.2.5. Upon retiring from the office of Treasurer, all records and access authority to, but not exclusively, banking and investment accounts will be transferred to the incoming treasurer. If an incoming treasurer is not present, all records, access authority, and roles and responsibilities of the treasurer shall be temporarily</p>

transferred to the Chapter President.

6.3 Sagebrush Chapter Board of Directors will be responsible for determining the impact of all submitted Committee recommendations on the financial stability of the Chapter and its assets.

6.4 General Membership will actively engage and provide personal expertise in determining the impact of recommendations of the Committee on the financial stability of the Chapter and its assets.

7.0 REFERENCES

Control Number	Title

Document History

Version	Date	Description	Initiator's Name
1	03/17/2009	New Policy, Procedure, and Standard Statement	Russ Meyer