

COMMITTEE: Finance Committee Standing  Permanent \_\_\_\_\_

**Primary Committee Purpose:** The purpose of the Finance Committee ("Committee") is to guide, oversee and support the financial and public reporting practices of the Downtown San Diego Partnership (DSDP) and its affiliated programs/entities (Clean and Safe, City Center Business Improvement District, DSDP Foundation and the Public Spaces Foundation). The Committee primarily focuses on making recommendations to the Board of Directors on all financial matters and other management affairs regarding up-to-date fiscal policies and procedures; development of the annual budget; and ensuring accurate tracking and analysis of financial highlights, trends and issues. The Committee also ensure conformance to relevant financial and tax rules and regulations. The Committee is a standing committee of the Board of Directors.

**Committee Size:** 5-7 members

- A majority of Finance Committee members are to be Board Members
- At least 1 committee member to be an active CPA
- At least 2 committee members to be financial experts
- At least 1 committee member to have business acumen specifically related to business development and long-range strategic planning
- Members may serve on both the Audit and Finance Committees. However, no more than 50% of the Audit committee members can also be on the Finance Committee. The Audit Chair should not be on the Finance Committee.

**Committee Chair:** Treasurer of the Downtown San Diego Partnership Board

**Qualifications:** An individual who has experience managing or reporting the financial performance of a private or public organization. An individual with business acumen and strategic operational experience.

**Staff:** Director of Finance & Administration (Primary) and Chief Operations Officer

**Meeting schedule:** Quarterly

**Committee's Responsibilities:**

- Provides oversight to financial function of the organization
- Routinely monitors financial performance metrics and key performance indicators
- Reviews annual budget and multi-year financial plans aligned with organization's long term strategic goals
- Responsible for accurate and timely presentation of financial information to Board and acts as Board liaison to finance staff
- Reviews potential elements of financial risk to the organization
- Provides oversight and expert guidance for policies affecting the finances of the organization

**FINANCE COMMITTEE MEMBER APPLICATION FORM**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_ Date \_\_\_\_\_

Relevant experience and/or employment (attach a resume if needed) \_\_\_\_\_

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Why are you interested in serving our organization? \_\_\_\_\_

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Specific area(s) of expertise/contribution you feel you can make \_\_\_\_\_

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Other volunteer commitments (please list names of organizations) \_\_\_\_\_

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Past/current Board experiences (please list names of organizations) \_\_\_\_\_

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Signature: \_\_\_\_\_

Please return completed form to [tjohnson@downtownsandiego.org](mailto:tjohnson@downtownsandiego.org)