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## Coos Soil and Water Conservation District

379 N Adams St  
Coquille, OR 97423  
(541) 396-6879

# Budget Committee Charter

**Rev. 08/22/2024**

## **PURPOSE**

The purpose of the Budget Committee is to assist the board of directors (The Board) in making decisions that will help the Coos Soil and Water Conservation District (Coos SWCD) achieve its annual goals. Committees serve to save time during regular meetings by streamlining function and efficiency. The intent of this organizational structuring is to reduce the decision-making burden and workload related to full review and discussion of “Action Items” that would otherwise be necessary for the full Board to make an actional decision during a regular meeting. This charter transfers Board approved authority to the Budget Committee to bring forth to the Board an actional recommendation through delegation of the evaluation and review process to the Committee.

## **AUTHORITY**

The Budget Committee is a formally appointed sub-committee of the board and as such, must adhere to all applicable public meeting laws (192.630). The Budget Committee must also abide by the authorities stated within this Charter Document. This Charter may be amended at any time by action of the full Coos SWCD Board of directors.

The Budget Committee has been granted authority to make formal recommendations to the Board of Directors regarding the District’s staff, and staff-related actions or decisions, including but not limited to the following action items:

- Budget Planning and Preparation
  - Develop and recommend an annual budget for the District, ensuring alignment with the District’s strategic goals and objectives.

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- Review and assess revenue projections and funding sources, ensuring realistic and sustainable financial planning.
  - Evaluate expenditure plans to ensure effective use of financial resources, identifying potential cost savings and efficiency improvements.
  - Financial Oversight
    - Regularly review financial statements, budget variances, and financial performance against the approved budget.
    - Provide regular financial reports and updates to the Board, highlighting key financial issues and recommending actions as necessary.
    - Oversee the preparation and execution of internal and external audits, ensuring compliance with applicable laws and best practices.
  - Policy and Compliance
    - Develop, review, and recommend financial policies and procedures to the Board for approval, ensuring sound financial management and internal controls.
    - Ensure that the District's financial practices comply with all relevant federal, state, and local laws and regulations.
    - Identify and assess financial risks, recommending strategies to mitigate these risks.
  - Long-term Financial Planning
    - Participate in the District's strategic planning process, providing input on financial implications and resource allocation.
    - Evaluate and recommend capital projects and long-term investments, ensuring alignment with the District's strategic priorities and financial capacity.
    - Establish and maintain reserve funds for future needs, ensuring financial stability and sustainability.

The Budget Committee must provide its findings and recommendations to the Board at the next regular monthly, special, or emergency board meeting following a Budget Committee meeting decision. The Board shall act on the recommendation of the Budget Committee. The Board may opt to table a decision, or to accept or reject a recommendation. The Board may also elect to preemptively accept the recommendation of the committee prior to a Budget Committee meeting. The Board may authorize the committee to act upon the behalf of the Board on individual matters at its discretion.

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## MEMBERSHIP

- The Budget Committee shall consist of a minimum of five appointed members, of which no more than three may be directors from the Coos SWCD Board. The Budget Committee currently consists of the following members and roles:

The Budget Committee may consist of, but will not be limited to, the following members and roles:

<b>Committee Board Members</b>	<b>Position Title</b>	<b>Role</b>
Adela Villers	Zone 1 Director	Committee Member
Caley Sowers	Coos SWCD District Manager	Committee Leader
Cindy Gant	Zone 2 Director	Committee Member
Ernie Newton	At Large Director #1 - Treasurer	Committee Member
Christopher Claire	ODFW Habitat Protection Biologist	Committee Member

## OPERATIONS

- The committee will meet with such frequency as it may determine. The district manager will lead the Budget Committee meetings. The Budget Committee approvals will require a vote of a majority of the committee members present at the meeting.
- The Budget Committee will report its activities and decisions to the district board on a regular basis and will keep the minutes of all the meetings.
- The Budget Committee will review this charter periodically and can recommend any proposed changes to the Charter for review. The board can also amend this Charter at any point in time.
- The Board of Directors shall appoint the Budget Committee members and the Budget Committee chair.
- The Budget Committee shall meet at least one time annually, but more often if desired or necessary, in order to fulfill its responsibilities. All meetings shall be held in person and via Zoom.

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- Members of the Budget Committee shall be volunteer and approved by the Board of Directors to serve for two years. Any disciplinary action against a member of the Budget Committee shall be at the sole discretion of the Coos SWCD Board of Directors.
  - The Budget Committee may invite additional members or outside experts to attend meetings as necessary.
  - The Budget Committee shall provide regular written reports to the Board of Directors on its activities and findings.

## **RESPONSIBILITIES**

- The Budget Committee will act with full authority of the board between board meetings, but is subject to board-imposed limitations on the actions taken by the Budget Committee.
- Keep its conservation district's mission in focus.
- Ensure the board's long-range business plans are consistent with the policies of the Oregon Department of Agriculture's Natural Resources Division and the Oregon Soil and Water Conservation Commission.
- Conducting a periodic review of the District's annual budget and recommending changes as necessary to ensure District remains on track.
- Updating the Long Range Business Plan.
- Review and analyze the organization's financial data and projections to make recommendations on the annual budget.
- Monitor the organization's financial performance throughout the year and make recommendations to the Board of Directors on mid-year budget adjustments.
- Ensure that budget information is accurate, timely, and transparent to public.