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CPCU Society

Finance, Training and Development Committee Charter

SOURCE OF AUTHORITY AND GOVERNING RULES:
The Finance, Training and Development Committee of the CPCU Society (the "Society") is governed by the Society's Bylaws and the Pennsylvania Not-For-Profit Corporation Law.

CHARTER TERM DURATION:
Ongoing

OPERATIONAL ALIGNMENT:
Works with the Society's staff liaison.

PURPOSE AND RESPONSIBILITIES:
The Finance, Training and Development Committee identifies and shares financial best practices for chapter treasurers, placing value on the financial health of chapters and mitigating fraud. The committee is responsible for providing education and resources to chapter treasurers so that they will gain the skills necessary to meet the financial needs of their chapters and the members they serve. .

DELIVERABLES:

- Engages chapter treasurers and interest group leaders to understand their financial needs so that adequate support and appropriate tools are defined and created;
- Develops and provides training and resources for chapter treasurers to mitigate risks and improve financial stability of Society chapters;
- Serves as liaison to chapters, interest groups and other components within the association to promote active Finance, Training and Development participation;
- Raises awareness of existing chapter financial best practices within the Society and recommends changes to the Leadership Council; and
- Drafts and submits meeting minutes to staff within 10 business days of any meetings

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ACCOUNTABILITY:

- The Finance, Training and Development Committee is accountable to the Leadership Council;
- Committee members meet virtually at least four times per year and in person at the Annual Meeting and Leadership Summit. The committee may also conduct some of its business by e-mail; and
- A majority of the members of the Committee constitutes a quorum for the transaction of business, and the affirmative vote of a majority of those present is necessary for any action by the Committee.

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- For succession planning, committee members are responsible for identifying qualified successors who are diverse and a good fit for the committee's purpose and goals**.**

FINANCE, TRAINING AND DEVELOPMENT COMMITTEE LEADERSHIP:
The Chair of the Finance, Training and Development Committee is the Secretary/Treasurer of the CPCU Society Leadership Council. The committee chair, in collaboration with the staff liaison, is responsible for the overall direction and management of the committee.

Preference will be given to an individual who has served on the Finance, Training and Development Committee, who has the support of their employer, and has knowledge of Society structure and its volunteers.

The Chair, in collaboration with the staff liaison, will select a vice-chair. The vice chair will serve as the chair in the event the committee chair cannot attend or participate in a meeting. Selection of a vice-chair does not guarantee the individual will be appointed to the chair position when vacant.

COMPOSITION:
The Finance, Training and Development Committee shall consist of a maximum of twelve members, including the chair and vice chair.

Members of the Committee are appointed by the Finance, Training and Development Committee Chair, subject to approval by the Leadership Council. Vacancies in the membership of the committee shall be filled by the chairperson in collaboration with the staff liaison.

TERM:
The Finance, Training and Development Committee Chair serves one three year term and is limited to one term.

Committee members serve a two year term. At the discretion of the chair, a member may have the option to maintain this position for two additional one year terms, if all responsibilities have been met and s/he fulfills the needs of the Committee. No member of the committee can serve more than two terms.

So that all terms do not expire at the same time committee member term expiration dates should be staggered.

SELECTION PROCESS AND QUALIFICATIONS:
Finance, Training and Development Committee members are identified through an open call for qualified volunteers. Selection is based on the following qualifications.

- Must be a CPCU Society member in good standing;
- Must be a CPCU designation holder or an individual working towards their CPCU designation;
- Express interest to serve on the Finance, Training and Development Committee;

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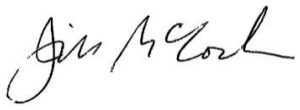
- Desire to develop tools and provide support to chapter treasurers and those working in the risk and insurance industry;
- Preference will be given to an individual who has served as a chapter treasurer or has handled the finances in another volunteer organization;
- Ability to self-fund attendance and registration at the Leadership Summit and the Annual Meeting; and
- Works independently, in a group and virtually to complete deliverables as required by the Society.

REMOVAL OF COMMITTEE MEMBERS:
A Finance, Training and Development Committee member including its chair and vice chair, may be removed at any time, with or without cause, upon (i) the affirmative vote of two-thirds (2/3) or more of the other Finance, Training and Development Committee members, or (ii) the affirmative vote of a majority or more of the Council members present at a meeting of the Leadership Council where a quorum is present, provided that written notice of the intention to consider the removal of such committee member has been included in the notice of the meeting at which such removal will be considered.

APPROVAL:



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2019 President and Chair, CPCU Society Leadership Council

9/6/19
Date

September 20, 2019
Leadership Council Approval