

## **NORTHWEST LOCAL SCHOOLS (HAMILTON COUNTY) FINANCE COMMITTEE MISSION STATEMENT**

The committee will:

- Be a Treasurer's committee.
- Be up to eight community and/or business members from our District who will serve a two-year term each. Terms will expire December 31<sup>st</sup> at the end of the two-year term. (At the start of this committee; four members will have a one-year term and the remaining four will have a two-year term.)
- Meet a minimum of four times per fiscal year. Dates to be set by the committee with at least one meeting quarterly.
- Learn and understand the issues that are impacting the Northwest Local School District financially.
- Review monthly and year-end financial reports.
- Review proposed budgets and associated assumptions for the purpose of making recommendations relative to financial stability.
- Assist in translation of monthly and year-end financial reports, financial forecast and associated assumptions, audit reports and other financial documents to the general public.
- Make recommendations regarding debt management.
- Advise District leadership in the choice of financial institutions and bond counsel when needed.
- Meet with the auditor at the conclusion of each audit and report the findings to the Board of Education.
- Review revenue and expenditure options.
- Review any proposed updates of the District's financial policy as required by new law or the District needs.
- Inform the Treasurer, Superintendent and Board of Education of community concerns relating to financial issues.

- Act as a sounding board for the Treasurer, Superintendent and the Board of Education regarding financial matters.

#### MEMBERSHIP:

The committee will have a membership of no more than eight persons who are to be citizens of the Northwest Local School District or the District's business community. Members will have business, financial and/or an accounting background and a strong sense of community. The committee will chose a chair and a co-chair/secretary from among the members. A maximum of two representatives from the Board of Education are encouraged to attend the meetings as observers. The District's Treasurer, Superintendent and Administrator Assistant to Business Services are ex-officio members of the committee and will provide information as requested and act as a resource to the committee members.

The Finance Committee is selected and appointed by District leadership. Interested individuals with strong business, financial and/or accounting background and knowledge with a strong sense of community are encouraged to apply. Please send a letter of interest with a brief biography demonstrating your credentials and explain why you are interested in serving on this committee to:

Mr. Randy Bertram  
Treasurer/CFO  
Northwest Local Schools  
3240 Banning Road  
Cincinnati, OH 45239