

BOARD COMMITTEE ON ADMINISTRATION AND FINANCE
(Amended by the Board of Governors October 19, 2001)

§1. Areas of Responsibility

The Board Committee on Administration and Finance has policy and oversight responsibility for finance, facilities, technology, insurance and personnel of the State Bar. It reviews and acts upon proposals by the various offices and board committees which affects the aforementioned areas of responsibility. Following are some of the activities performed by the committee:

- a. Budget Process: The Committee on Administration and Finance has responsibility for reviewing the State Bar budget proposals presented by the executive director and board policy committees, for recommending the unified State Bar budget, including the General Fund and all Restricted Fund budgets, and for recommending the membership fees to support the proposed budget, to the full board for action.
- b. Supplemental Appropriations and Requests for New Personnel: Throughout the year, requests for (1) supplemental appropriations (above a specified threshold) to fund new programs or to provide additional support for existing programs, and (2) significant personnel changes (including the creation or elimination of positions) are considered by this committee. The committee's recommendation to either grant or deny the request may be forwarded to the full board for action.
- c. Financial Reports: ~~Monthly~~ **Quarterly** financial statements and the annual audited financial statements are forwarded from the Office of Finance to the committee for review and a recommendation for action to the full board.
- d. Equal Employment Opportunity/~~Affirmative Action~~ Reports: The Committee on Administration and Finance will receive periodic EEO/~~AA~~ reports from the Office of Human Resources. The committee is expected to monitor these reports to assure compliance with the board policy of maintaining the State Bar as an equal opportunity employer and to recommend to the board any further action appropriate for furthering this policy.
- e. Membership Services: Items regarding State Bar membership including (1) the setting of fees and dates related to membership fees and penalties, (2) requests for waiver of fees and penalties, and (3) recommendations to the Supreme Court for suspension of members for nonpayment of fees are reviewed by the committee and forwarded to the board for action.
- f. Employer/Employee Relations: Various aspects of employer/employee relations will come before this committee for review and recommendation for board action including collective bargaining agreements, amendments and modifications to the "Memorandum of Understanding," "Rules and Regulations Pertaining to the Employment of Confidential Employees" and the "Rules and Regulations Pertaining to the Employment of Executive Staff Employees." The committee will also review the proposals arising out of the negotiations between the State Bar and the union.
- g. Policies: The oversight of various State Bar policies is committed to the committee. These include ~~(1) the travel policy which sets forth the allowable expenses for all persons traveling on State Bar business and the business expense policy;~~ **(Oversight of the travel policy was transferred to the Executive Director as of January 26, 2001).** (1) the contract control policy

which sets forth certain procedures for entering into contracts; (2) the fiscal control policy which governs the financial management of the State Bar; (3) personnel control policies for the recruitment and hiring of all State Bar employees; and (4) the investment policy which regulates the management of State Bar funds; and (5) the grant policy which sets forth the procedure for applying for and receiving grant funds

Future policies affecting the administration of the State Bar will be considered by the committee and its recommendation forwarded to the full board.

- h. Grants: The committee is advised of State Bar efforts to receive grant funds.
- i. Facilities: Items regarding facilities including (1) building maintenance and repair, (2) building lease, construction, renovation or remodeling, and (3) the use of the Building Fund are considered by the committee and its recommendations may be forwarded to the board for action.
- k. Insurance: Items related to the review and purchase of ~~member group insurance as well as~~ bar insurance policies related to general operations are considered by the committee, and its recommendations may be forwarded to the board for action. **(As of October 19, 2001, oversight for insurance activities is transferred to the Board Committee on Member Relations and Communications; and appointments to the Standing Committee on Professional Liability Insurance and the Standing Committee on Group Insurance is transferred to the Board Committee on Appointments.)**

(Source: Board of Governors' Resolutions, January 1987, April 1991; May 1997; January 2001, Board Committee on Administration and Finance charter.)

§2. *Operating Procedures*

The committee meetings are called by the chairperson, generally preceding regularly scheduled meetings of the Board of Governors. The agendas are to be designed to maximize committee time for making and evaluating fundamental policy issues inherent in the committee's areas of responsibility. Oversight is generally performed by regular distribution to review written reports. Discussion of oversight matters will generally be minimal unless the chairperson, a committee member or executive staff member requests more complete discussion.

The above activities are intended to be an overview of various functions and activities of the Committee on Administration and Finance. There will, of course, be other matters brought before the committee for discussion and/or action.