A. FUNCTION. The function of the University Budget and Finance Committee is

A-1. To advise the president, provost and the executive director of planning and budget on matters pertaining to operating and capital budgets. The Committee will periodically review revenue streams (e.g., tuition, fees, indirect costs, etc.), revenue diminution (e.g., fee remissions, etc.), policy matters regarding the use of state appropriated funds, university expenditures (e.g., salaries, benefits, operating costs, capital outlays, etc.), operating and strategic reserves, long and short term capital plans, and deferred maintenance plans. [ed. 7-06, rev. 2-11]

A-2. To be involved strategically in the university budget process. The Committee will may help define the budget process and goals, and participate in university budget hearings and meetings.

A-3. To monitor consolidated financial reports for potential irregularities or imbalances and to comment on proposed corrective actions.

A-4. To initiate and/or respond to the study of budget and financial policies and issues.

A-5. To provide periodic reports to Faculty Senate and Staff Affairs on matters pertaining to university finances and budgets. [ed. 7-09]

B. AGENDA. The agenda of each meeting will be set by the Chair of the committee in collaboration with the executive director of planning and budget and/or the provost. The executive director of planning and budget is the point of contact for the committee and is responsible for notifying the committee of relevant meetings dealing with university finances and budgets. The Senator in the second year, or designee, on the Budget and Finance Committee is responsible for reporting to the senate activities of the committee. [ed. 7-06, rev. 2-11]

C. STRUCTURE AND MEMBERSHIP. The committee is composed of 11 voting members, all (except students) serving on three-year staggered terms, and 4 nonvoting members as follows: five faculty (two selected by Committee on Committees, three elected by Faculty Senate from among senators beginning their second year of service on the senate), three staff (not associated with the university financial or budget offices), three students (selected by the Committee on Committees from nominations provided by the Associated Students of the University of Idaho, Graduate & Professional Student Association and the Student Bar Association). Ex Officio (w/o vote) membership includes: Provost and Executive Vice President, Vice President for Finance and Administration, Executive Director of Planning and Budget, Budget Director, Director of Institutional Research and Assessment. [rev. 2-11]

The committee's chair will be selected by the Committee on Committees from one of the five faculty members. A broad representation of faculty, staff and students across the various colleges of the university is expected. [ed. 7-09, rev. 2-11]