

**BEWELLM, NEW MEXICO'S HEALTH INSURANCE EXCHANGE  
FINANCE COMMITTEE CHARTER**

The Finance Committee is a committee of the Board ("Board") of beWellnm, established by Laws of 2013, Chapter 54, in the regular session of 2013. The Finance Committee ("Committee") is established in Article V of the beWellnm Annual Plan of Operations to assist the Board with:

**I. Mission.** The Finance Committee shall oversee the financial affairs of the Exchange and ensure prudent financial management in all aspects of operations and careful stewardship of public funds. The Committee shall also monitor and review the Exchange budget, contracting and other expenditures, revenue, and bank statements and act as the Board's Audit Committee.

**II. Committee Functions.**

**A. Annual Budget.** The Committee shall work in close coordination with the Chief Financial Officer and the Chief Executive Officer to review and recommend an annual budget consistent with the beWellnm sustainability plan to the Board of Directors by no later than September of each year. This includes oversight of cost-sharing agreements with outside entities that will be incorporated into the annual budget.

**B. Fiscal Policies.** The Committee shall review annually the Procurement Policy, Business Insurance Coverage policies, and Investment Policy and recommend revisions to the Executive Committee in coordination with the Executive Committee's annual review of policies.

**C. Audit Oversight.** The Committee will oversee the annual independent audit process and engage and meet with the independent auditor as needed to complete the audit. The Committee shall also oversee outside audits of the Exchange from the Centers for Medicare & Medicaid Services or other outside parties. The Committee Chair will report on the results of any audits to the Board of Directors.

**D. Financial Reports.** The Committee will review and monitor the beWellnm financial reporting process and review monthly, quarterly and annual financial statements as well as disbursements and contract schedules.

**E. Financial Planning.** The Committee will review and recommend a long-term financial sustainability plan, including an Investment Policy, to the Board. The Committee will review the plan annually and make recommendations for changes or modifications to the plan as needed.

**F. Operational Budget Oversight.** The Committee will monitor the beWellnm assessment process, including the Reserve Assessment, in accordance with the disbursement and collection timeline.

**III. Membership**

Adopted On: 12/19/2014  
Revised On: 3/18/2016  
3/31/2015

**A. Committee Membership and Appointment.** The Committee shall be made up of up to six beWellnm Board members as appointed by the Chairman of the Board, one of which shall be the Board Treasurer. The Chair of the Committee shall designate one Committee member to serve as Vice-Chair.

#### **IV. Committee Meetings**

**A. Frequency.** The Committee should meet at least quarterly. Additional meetings will be scheduled as needed to fulfill the Committee's functions as outlined in Section II of this charter.

**B. Meeting Structure and Open Meetings Law.** Meetings of the Finance Committee shall be open to the public, unless the Chair of the Committee determines, at the chair's discretion, the meeting should be closed. Notice of a Committee meeting shall be given to the extent practicable. If possible, the Committee shall post on the beWellnm website the time and place of the meeting and the agenda or matters to be discussed. If the Committee meets for the purpose of taking final action or formulating public policy and not in an advisory capacity in which it develops recommendations for Board approval, the Committee shall hold its meetings in compliance with the Open Meetings Act and the Board's Open Meetings Act Resolution.

#### **V. Annual Evaluation**

**A. Charter Effectiveness.** The Committee shall review the effectiveness of this Charter each year and share any recommended changes with the Executive Committee and Board.

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