

## National Fish Habitat Board Committee Charter

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**Committee Title:** Budget and Finance

**Purpose:** This committee will work with and support the National Fish Habitat Board (NFHB) (also referred to as the 'Board') in fiscal matters affecting the function of the National Fish Habitat Partnership, including the Board and Fish Habitat Partnerships (FHPs). The committee will report to the Board with recommendations for Board actions related to budgets, funding priorities, fiscal needs, and strategies to expand funding for Board functions and FHP projects and programs.

**Goal:** Expand, diversify, and secure funding to support NFHB functions, including committee activities and staffing, and FHP programs and activities and ensure all funding is properly expended.

**Objectives:**

1. Develop short and long-term fiscal goals and budgets for Board and FHP activities.
2. Identify potential funding sources to support Board and FHP activities.
3. Facilitate effective collaboration to meet these fiscal goals by:
  - a. Developing priorities and strategies for additional funding to recommend for Board action.
  - b. Serving as liaisons between the NFHB and staff.
  - c. Serving as liaisons between the NFHB and Beyond the Pond Board.
4. Review spending on each Board budget line item mid-year and at end-of-year and ensure products or services produced by each line item meet the Board expectations and needs.

**Background and Needs:** NFHP currently receives dedicated funding from the USFWS for Board and FHP activities. Additional funding and in-kind support is provided through the Multi-State Conservation Program, Federal agencies (e.g. USFWS, NOAA, USGS), NGOs (e.g. Trout Unlimited and TNC) and state agencies (Michigan DNR and AFWA). NFHB budget and fiscal management services are provided by the AFWA staff. The Board needs to evaluate options for expanding funding -- dedicated funding in particular. A plan to increase financial participation from other members of the Federal Caucus, NGOs, State Agencies, and other groups that are associated with and share the mission of NFHP needs to be developed (with clear goals and benefits). Coordination between the NFHB, FHPs, and the Beyond the Pond 501(c)(3) Board of Directors, in critical to effective fundraising and distribution as is documentation that all funds were expended as expected by Board on an annual basis.

**Committee Structure:** NFHP Board members interested in fiscal issues are invited to participate and it would be beneficial to have members from Regional Fish and Wildlife Associations, NGOs, and Federal agencies currently not providing dedicated funding or in-kind support. The Committee shall be composed of no more than 5 individuals and chaired by the Board's chairperson or vice-chairperson. Board staff will provide support to this Committee.

**Responsibilities:** The Budget and Finance Committee will report during each NFHB meeting on fiscal planning and progress. As part of this role, the Committee will work with NFHB staff to develop and present the annual budget to the Board, provide budget and fiscal planning updates during each Board meeting, and work on other projects at the direction of the Board.

**Deliverables:**

- An annual Board budget developed in coordination with NFHB staff and AFWA for the upcoming year.
- A realistic set of Board priorities for the upcoming year, based on the Board budget and other funding sources, and in coordination with NFHB staff.
- A three-year action plan which identifies short and long term fiscal goals (for the Board and FHPs), as well as recommended strategies to secure additional funding sources.
- An annual report highlighting short-term goals achieved and progress towards long-term goals along with a review of expenditures towards those goals.