

ROME COMPOSITE SQUADRON (GA-043) OPERATING INSTRUCTION 173-1.A

24 February 2009

Finance

UNIT FINANCE COMMITTEE

In accordance with the provisions of CAPR 173-1, this operating Instruction describes 1) the appointment of members to the Unit Finance Committee, 2) the duration of appointments to the Unit Finance Committee and 3) establishes the local definition of a quorum for financial affairs.

1. Finance Committee Composition

- a. The Rome Composite Squadron Finance Committee will be composed of seven (7) voting members.
- b. Individuals in the following duty positions are automatically assigned as permanent members:
 - i. Squadron Commander.
 - ii. Deputy Commander for Seniors.
 - iii. Deputy Commander for Cadets.
 - iv. Unit Finance Officer.
- c. The Unit Commander will appoint three (3) other at-large members. Appointments will be in writing and will be reported to the Wing Finance Officer
- d. The squadron Cadet Commander shall have a non-voting seat on the finance committee.
- e. In the event that there are not enough active senior members to fill the seven-person committee, the Unit Commander may temporarily reduce the composition of the committee to the minimum requirements established in CAPR 173-1.

2. Duration of appointment

- a. IAW CAPR 173-1 the Unit Commander and Unit Finance Officer are assigned as Permanent Members and must serve for as long as they hold that position
- b. Personnel appointed as the Deputy Commander for Seniors, and the Deputy Commander for Cadets are appointed as permanent members and will serve for as long as they hold that position.
- c. At-large members shall serve from 1 October to 30 September, and the Unit Commander may reappoint individuals to subsequent terms. If an at-large member is unable to complete their term, the Unit Commander will appoint another member to serve out their remaining term.
- d. The Unit Commander will review the at-large appointments annually, at the start of each fiscal year and will submit a new finance committee appointment letter to the Wing Finance Officer.

3. Financial Approvals

- a. Four voting members shall constitute a quorum for any finance committee action.
- b. If the Unit Commander has reduced the composition of the Committee in accordance with 1(e), a quorum will be the majority of the voting members appointed as required by CAPR 173-1.