

Perinatal Research Consortium Financial Oversight Committee Charter

Purpose

The Financial Oversight Committee (the “FOC”) will oversee the finances of the general administrative operations of the Perinatal Research Consortium (the “PRC”) and, at minimum, annually report their findings, in writing and verbally, to the Steering Committee.

Responsibilities

The FOC will be responsible for:

1. Monitoring the utilization of PRC Site Membership Funds
2. Reviewing a detailed PRC Financial Report
3. Making recommendations to the Steering Committee regarding financial matters, including the reduction of PRC Site Membership fees versus the need to further invest in the PRC infrastructure to allow for continued growth

Composition of the FOC Members

The FOC will be composed of:

- One administrative representative from each PRC Member Site
- An investigator from each PRC Member Site
- The PRC Accounts Manager (non-voting member)

Chair of the FOC

The Chairperson will:

- Be responsible for the following duties:
 - Serving as the principal liaison between the FOC Committee and Steering Committee
 - Working with the Program Manager to set an agenda for each FOC meeting
 - Ensuring, with the Program Manager, handouts/reports are prepared and sent to FOC members in advance, and after the meeting, ensuring the meeting minutes are accurate and sent to the FOC members
 - Presenting to the Steering Committee a written and verbal report of the financial state of the PRC and recommendations regarding financial matters
- Be recommended by the FOC members and presented to the Steering Committee for a vote
- Serve two years as Chairperson with option to continue service if re-elected
- Not be Chairperson of any other committee
- Serve on the Review Committee for new member applications

Meetings

The FOC will meet:

- Twice a year in person or by telephone
- When necessary at the call of the Chairperson or request of Steering Committee
- To report to the Steering Committee no less than once a year

PRC Membership Year and Fees Information

- A PRC Membership Year starts July 1st and ends on June 30th
- PRC Membership automatically renews every July 1st
- *Payment of \$20,000 from each PRC Member Site is due between July 1st and July 30th*
- If not renewing, PRC Member Site must notify in writing the Chair of the Steering Committee and the Steering Committee by April 1st