

# **IMLCC Committee Charges**

- **Audit Committee**

## **Charge & Purpose of IMLCC Audit Committee**

The IMLCC Audit Committee is charged with providing oversight of the accounting and financial processes of the IMLCC and the regular audits of its financial statements.

## **Duties of the IMLCC Audit Committee**

- Oversees the policies and procedures for accounting, financial reporting, internal control, to ensure transparency and meaningful portrayal of the IMLCC's financial position and business risk.
- Ensures the IMLCC's compliance with legal and regulatory requirements.
- Selects an independent auditor from the options provided by IMLCC staff.
- Authorizes performance of annual audits of the IMLCC's financial statements.
- Reviews the results of the audit, including the management letter, with the independent auditor.
- Ensures that the auditor's concerns are addressed in a timely manner by management and that adequate corrective actions are taken.
- Ensure that processes and procedures are in place to manage Financial Reporting and develop adequate Internal Controls.

## **Duties of the Chair of the Audit Committee**

- Chairs meetings of the Committee.
- Supervises all aspects of the Committee's work.
- Prepares minutes of all committee meetings in a timely manner and submits minutes to the Audit Committee for approval at their next meeting.
- In conjunction with IMLCC Staff, reviews with the auditor the scope and planning of the audit prior to the audit's commencement.
- Serves as the point person for the Committee to communicate questions, concerns, or feedback to the IMLCC Executive Committee or full Commission.
- Reports to the IMLCC Executive Committee and full Commission after completion of each audit.

## **Duties of the IMLCC Staff**

- IMLCC staff is responsible for the timely and complete presentation and recording of all financial data in the IMLCC's financial systems.
- IMLCC staff will ensure that processes and procedures are followed to manage Financial Reporting and performance of appropriate Internal Controls as directed by the Audit Committee. At a minimum, these requirements include:
  - Financial Reporting
    - Reviews and assesses any key financial issues and risks, including their impact or potential effect on reported financial information.
    - Reviews and assesses processes and actions appropriate to address such issues/risks.
    - Solicits auditors' views and basis for audit conclusions.
  - Staff Roles and Internal Controls

- Reviews and assesses the IMLCC's operational and financial risk management process, including the adequacy of overall internal control environment.
- Upon completion of the audit, reviews and discusses with the auditor the following:
  - Any material risks and weaknesses in internal controls identified by the auditor.
  - Any restrictions on the scope of the auditor's activities or limitations on access to requested information.
  - Document any significant disagreements between the auditor and IMLCC staff.
  - The adequacy of the IMLCC's accounting and financial reporting processes.
- Annually, considers the performance and independence of the auditor.
- Oversees the adoption, implementation of, and compliance with any conflict of interest policies or whistleblower policies adopted by the IMLCC.
- Reviews IMLCC's procedures for reporting of problems, including whistleblower hotline or other communication methods.
- Establishes a process for handling any risks or issues identified by whistleblowers, the auditors, or IMLCC staff, especially errors, fraud, or illegal acts that may be discovered.
- Manages and coordinates any special projects or investigations that may be required as a result of either the Audit Committee's risk assessment or whistleblower reports that may come to the attention of the IMLCC.
- Reports the results of the audit to the Committee within 60 days of the audit or as soon as possible after its completion, e.g. prior to the next full meeting of the IMLCC.

- **Budget Committee**

**Charge & Purpose of IMLCC Budget Committee**

The Budget Committee shall be established as a standing committee to provide oversight and approval of the financial matters of the IMLCC. The Treasurer, the Committee and the IMLCC staff shall monitor the Commission's fiscal policies and procedures, propose budgets, make expenditures, provide fiscal oversight, and provide for an annual fiscal review. The Treasurer has a dual role as an elected officer of the commission and chair of the committee.

**Duties of the IMLCC Budget Committee**

- The Committee will prepare and provide a final annual budget, including establishing a spending authority for the executive director, no later than April 1 of each calendar year for the upcoming fiscal year for review and approval of the commission. The budget will be developed using an understanding of sound fiscal management.
- The Committee shall meet as needed. The dates and times of the meetings shall be communicated to the members of the Committee.

- The Budget Committee shall approve a funding model that will have the ability to support both current and future year operating budgets. The annual budget will include a detailed budget for the coming year prepared by the IMLCC staff. As part of the approval process, the Committee shall also determine whether an annual assessment should be levied.
- The Committee will discuss the status of the budget at each meeting of the Committee. The executive director will present to the Committee any substantial changes and modifications to the budget that have been made but are within the spending authority of the executive director, for review by the Committee.
- The Committee will review and provide recommendations to the commission for any modification to the budget which are in excess of the executive director's spending authority.

#### **Duties of the Treasurer**

- The duties of the Treasurer are established in the IMLCC Statute, Section 14 and IMLCC Bylaws, Article III, Section 3(d).
- Act as the custodian of all Commission funds.
- Monitor the executive director and IMLCC staff's administration of all fiscal policies and procedures.
- Authorize expenditures payable to the executive director, such as compensation, travel expenses, and all reimbursement requests.
- Represent the Executive Committee as the Steward of the IMLCC's restricted funds as established by IMLCC Policy #5. These are the monies and reserves that the IMLCC has accumulated that have budgetary restrictions on them. The Treasurer is to approve all requests to spend restricted funds.
- Review the quarterly "Return of Funds" report as required by IMLCC Administrative Memo #1.

#### **Duties of the Chair**

- Chairs meetings of the Committee.
- The Chair of the Committee will report on the status of the Operating Budget at each meeting of the Executive Committee and each meeting of the full Board of Directors.
- Report to the Executive Committee recommendations from the committee.

#### **Duties of the IMLCC Staff**

- Prepare the annual operating budget for review by the Committee.
- Prepare and provide monthly budget reports to the Committee.
- The executive director will be provided a spending authority for each fiscal year.
- Review and pay, under the supervision of the Treasurer, in a timely manner all obligations of the Commission up to the authorized spending authority.
- Accept and deposit payments on behalf of the Commission.
- Record expenditures and revenues in an approved format and provide reports of the same.
- Maintain fiscal records that document the Commission's expenditures and revenues.
- Maintain a record of modifications to the approved budget and report significant modifications within the spending authority to the Committee.
- Accepts and signs contracts on behalf of the Commission.

- **Communications Committee**

The Communications Committee of the Interstate Medical Licensure Compact Commission is charged with reviewing and approving all substantive information provided on the IMLCC website and other public facing media. The committee is responsible for the publication of the IMLCC Annual Report. The Committee will also publish newsletters from time to time as appropriate. The Executive Director will be responsible for reporting newsworthy items to the Committee for publication consideration. The Executive Director or their designee will be responsible for maintaining publications on the Commission's website.

- **Personnel Committee**

The Personnel Committee shall be established as a standing committee to provide guidance and advice on personnel issues when requested to do so by the Commission, the Executive Committee, and/or the Executive Director. The role of the Personnel Committee is to act in an advisory capacity to the Commission. The Executive Director will be responsible for regularly updating the Personnel Committee on the status of personnel issues and report any changes in staff and revisions to policies related personnel. The day-to-day management of IMLCC personnel is the responsibility of the Executive Director. The Personnel Committee may review and provide advice on matters including but not limited to: job descriptions, performance evaluation forms, salary recommendations, and revisions to policies contained in the employee handbook. Upon completion of any review undertaken by the Personnel Committee, recommendations shall be made to the Executive Director who will report how the recommendations were implemented to the Commission or Executive Committee, and the Personnel Committee.

The Personnel Committee will conduct a regular performance evaluation of the executive director and report the results of the evaluation to the Executive Committee.

Complaints by employees regarding the conduct of the Executive Director shall be referred to the IMLCC's HR advisor for review and investigation. The findings from the HR advisor's investigations shall be provided to the Chair of the Personnel Committee and the Chair of the IMLCC for review and final action.

- **Rules & Administrative Procedures Committee**

**Charge & Purpose of IMLCC Rules & Administrative Procedures Committee**

The IMLCC Rules & Administrative Procedures Committee is charged with providing information and recommendations regarding the enactment and enforcement of the IMLCC statute through the adoption of appropriate enforcement documents, i.e. bylaws, rules, policies, and advisory opinions. The IMLCC staff is responsible for ensuring that adequate opportunity is provided to the commissioners and the public about additions or changes to existing enforcement documents and that enforcement documents are made available.

### **Duties of the IMLCC Rules & Administrative Procedures Committee**

- Meet regularly to consider proposed modifications to the IMLCC's enforcement documents.
- Ensures compliance of the IMLCC and member boards with established legal and regulatory requirements.
- Reviews and considers all comments provided by commissioners and the public during the rulemaking process.
- Reviews on a regular basis the IMLCC's published policies and advisory opinions.
- Reviews and endorses the Operational Bulletins and IMLCC – Administrative Procedures prepared by the executive director.
- Considers and resolves disputes, including requesting advisory opinions from legal counsel, regarding the interpretation and implementation of the IMLCC's enforcement documents.

### **Duties of the Chair of the Rules & Administrative Procedures Committee**

- Chairs meetings of the Committee.
- Reports to the executive committee and IMLCC activities of the committee.
- Serves as the point person for the Committee to communicate questions and concerns to executive committee and IMLCC.
- Supervises all aspects of Committee's work.
- Follows the procedures necessary to facilitate commissioner and public involvement.
- Conducts IMLCC rulemaking hearings.

### **Duties of IMLCC Staff**

- Ensures that IMLCC enforcement documents are available to commissioners and the public on the IMLCC webpage.
- Prepares the agenda and discussion documents for Committee meetings as approved by the Committee chair.
- Manages the enforcement document change process, including establishing and monitoring the rulemaking process.
- Gathers comments from commissioners and the public on proposed changes to enforcement documents.
- Maintains current and historical records of the enforcement documents
- Responds to requests for copies of enforcement documents.
- Develops Operational Bulletins and IMLCC – Administrative Procedures for review and endorsement by the Committee.

### **• Technology Committee**

The Technology Committee shall be established as a standing committee to provide oversight and approval of all technology projects undertaken by the Commission or on behalf of the Commission by the Executive Leadership team. The IT Manager or Executive Director will be responsible for regularly updating the Committee on the status and need of each existing or proposed project. All existing and proposed projects will be reviewed by the Committee to ensure there is a need for the project and that the project details and deadlines are being met.

The day to day management of the technology projects will be the responsibility of the IT Manager and the Executive Director.