



## **SERVE ON THE BOARD BUDGET COMMITTEE**

The Billings Public School District 2 is soliciting applications from people interested in serving as a voluntary committee member on the Budget Committee. The Budget Committee will act in an advisory capacity regarding the District's budgeting process and report findings and recommendations to the Planning and Development Committee. Applications are due to the district office by December 5<sup>th</sup>, 2022 and selections will be made by December 16<sup>th</sup>, 2022.

**The 2022-23 Budget Committee Application can be found at the bottom of this document.**

## **BOARD BUDGET COMMITTEE**

The Budget Committee is charged with reviewing the budget of the District. It scrutinizes the District's budget and makes recommendations to the Planning and Development Committee in light of the District's strategic plan, desired educational results, major expenditures, potential economies for the District, sources of funding, personnel policy, and general fiscal management policy. The Budget Committee may also review long term financial projections of the District.

## **BOARD COMMITTEE OVERSIGHT**

The Planning and Development Committee is charged with recommending to the full Board the annual budget. Recommendations regarding the annual budget and financial projections shall be submitted to the Planning and Development Committee by the Budget Committee. The Planning and Development Committee may request the Budget Committee to review specific financial areas of the District.

The committee shall consist of seven (7) members, two (2) of which shall be Board members and five shall be community members. The community members ideally will have a demonstrated record of managing large businesses or organizations or possess significant financial knowledge as

determined by criteria set forth by the Planning and Development Committee.

The community members shall be approved by the Planning and Development committee and shall serve two (2) year terms that coincide with the District's fiscal calendar. All members of the committee will be voting members of the committee.

## **MEETINGS**

The Budget Committee will meet when required but normally no more than four times per year. Committee meetings will normally be in the spring and summer to provide adequate review before the adoption of budgets in August. One of the committee meetings shall be held in conjunction with a public forum to seek feedback on the annual budget. Four members shall constitute a quorum.

To allow for full public participation, notice of committee meetings will be provided in the same way as regular Board meetings. Except as provided for in Montana law, all committee meetings shall be open meetings. The committee chair is responsible for planning, providing notice, and convening meetings of the committee. The committee chair and the chair of the Planning and Development Committee, will prepare an agenda for each committee meeting in consultation with the Superintendent and administrative liaison.

The committee will keep minutes that comply with § 2-3-212, MCA. Draft minutes will be made available to the committee for review following committee meetings and will be presented for official acceptance at the next meeting.

## **SELECTION**

A board member will talk with each qualified community member to identify their fit for the budget committee. References may be checked as well as background fit for the position. As stated above, financial acumen by profession or management of a large business is of utmost importance. We will also select an alternate in the case that a volunteer member is unable to fulfill their time with the committee.



## Application for Citizen Participation in District

**Applicants must be registered voters, residents of the District, and not currently employed by the District.**

Name:			
Address:			
Email Address:			
Home Phone:		Work Phone:	
Cell Phone:			
Occupation:			
Education:		High School:	
		College/Vo-Tech/Other:	
<b>Financial Experience:</b> (Please provide financial experience. Attach additional sheets if necessary.)			
Name of Firm or Organization		Position Held	Years Employed
1.			
2.			
3.			
<b>Other Professional Licenses, Accomplishments, Awards, Etc.:</b>			
<b>Community Engagement:</b> (Please list affiliations with community organizations and position.)			
<b>Why do you want to serve on the District's Audit Committee?</b>			
<b>Time Commitment:</b>			
Are you able to attend 2-3 meetings per year mainly in the fall and winter months?			
Are you willing to serve a 2-3 year term?			

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Signature

Date

Return to: Craig Van Nice, District Clerk  
 vannicec@billingschools.org