Finance and Administration Advisory Group (F&A)

CHARTER

The University of Massachusetts Boston Finance and Administration Advisory Group (F&A) was originally established in 2006 to provide a communication vehicle for campus fiscal managers and administrative managers who are responsible for the daily, monthly, and yearly fiscal responsibilities for their assigned department. Members are appointed to F&A by the Vice Chancellor, Dean or Director for their respective departments.

F&A’s purpose is intended to communicate important information effectively, share team-based knowledge of fiscal and administrative matters, and enhance a strong support infrastructure throughout the campus.

F&A Advisory Members:

1. Are expected to make attendance a priority at each meeting. If unable to attend a meeting, members are asked to send a representative;

2. Will allow the Division of Administration and Finance to interact with the fiscal and administrative managers of each college/unit to assure all information is being disseminated timely and effectively;

3. Agree to communicate and share the information presented at meetings to their supervisors, colleagues and staff;

4. Will provide feedback, advice, and submit recommendations regarding UMB fiscal and administrative policies and procedures and campus-specific technical improvements to support the policies and procedures;

5. Will support the campus by examining campus fiscal and administrative matters; as needed, will participate in sub-groups that will examine issues as presented to them and will provide working solutions;

6. Are expected to share best practices, network, and provide input and feedback on matters presented to them.

The F&A Advisory Group meetings are held monthly and are chaired by the Vice Chancellor for Administration and Finance.

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