



Finance Committee

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| Committee: | Finance Committee |
| Chairperson: | Board member |
| Basic Function: | Responsible for the overall direction and control of the finances of the organization. |
| Members include: | Board members as well as officers of the organization. |
| Responsibilities: | <p>Coordinates the preparation of the annual budget</p> <p>Makes recommendation of annual budget to the board</p> <p>Reviews monthly financial reports</p> <p>Compares actual expenses to approved budgeted expenses and discuss variances, make recommendations as necessary</p> <p>Reviews budgets of special projects and makes recommendations to the board</p> <p>Reviews on an annual basis the sources of funding for the organization</p> <p>Recommends to the board the investment of funds and reports to the board on a regular basis the condition of such investments</p> <p>Reviews annually amount of insurance coverage</p> <p>Reviews credit card procedures annually</p> <p>Reports to the board other financial matters deemed appropriate by the board</p> |

Minimal Job
Requirements:

Demonstrated commitment to the goals and objectives of the organization.

Demonstrated leadership which will enhance the organization's image in the general.

Record of experience as a volunteer leader with responsibility in one or more major functions of the organization.

Willingness and ability to represent the organization in the industry and outside of the industry.

Four to six hours per month to contribute as leader of the organization.