



## **Finance Committee Job Description**

### ***Purpose of Committee***

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The committee provides financial oversight of the association and provides advice and counsel to the Board of Directors on financial matters. The Committee proposes the annual budget to the Board and consults on strategic issues with financial implications.

### ***Role of Chair***

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- Reports to the board at each board meeting on the status of the association's finances and makes financial information available to the board members and the public.
- Works with the CEO & CFO to ensure that appropriate financial reports are made available to the board on a timely basis.
- Assists in the preparation of the annual budget.
- Consults with leadership on programs and services which impact the budget: including monthly phone conversations with the President and Director of Finance.
- Reports to the membership at the Annual Meeting the financial status of the Association.
- Serves as Treasurer of the Association

### ***Role of Member***

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- Attend via conference call the meetings called by the chair.
- Reviews all financial reports in sufficient time to provide thoughtful feedback to the staff and committee regarding the association's financial position.
- Monitor expenditures and income, usually through quarterly financial statements.
- Monitor the association's investments.
- Provide advice on financial management of the Association's funds

### ***Terms of Office***

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The term of office is for three years running from July-June.

### ***Timing and Frequency of Meetings***

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Conference calls are scheduled once a quarter to review financial statements and budget as needed.