



## **Finance Chair Description - 19-20 Fiscal**

### **From the Bylaws:**

#### Article VI, Section 2

The annual Audit is conducted by the Finance Chair within 30 days of the close of the fiscal year, with specific reporting and approval by the Board.

#### Article XII, Section 4

The Finance Committee shall be composed of a chair and as many members as the chair deems necessary to accomplish the goals and responsibilities of the committee. It shall be the duty of the Finance Committee to prepare an annual budget for the organization and present it at the March Board meeting and April general meeting, to have general supervision of all expenditures, and to assist the organization in developing a sound financial policy. The finance chair shall be a member ex-officio, without a vote, on all committees which disburse money to ensure that all methods of fundraising agree with the organization's policies. The Finance Chair is a voting member of the Board of Directors and reports to the Treasurer.

### **Overview of Duties:**

- Convenes finance committee as appropriate; to be comprised of the Treasurer, Vice-Presidents, and President(s), and other members as deemed necessary to accomplish the goals and responsibilities of the committee.
- Meets with the Treasurer quarterly to ensure all financial affairs are in order.
- Develops and proposes annual budget for approval by the board and membership.
- Develops and ensures adherence to a financial policy as approved by and for the organization. Oversees financial policies and procedures of foundations events.
- Organizes and executes annual (internal) audit.