

# **FINANCE CHAIRMAN**

## **JOB DESCRIPTION**

### **BYLAWS OF ASSISTANCE LEAGUE® OF SALT LAKE CITY**

#### **BYLAWS, ARTICLE 8 Standing and Special Committees**

##### **8.02 Appointive Standing Committees.**

##### **Finance Committee**

(1) Treasurer. This committee shall be composed of the Chair, Treasurer, First and other Assistant Treasurers, two (2) members appointed by the President, and other members as may be deemed necessary to be responsible for the overall financial planning of the chapter. Annual corporate (including auxiliaries) budgets (operating and capital expenditures) shall be approved by the Board and membership prior to the beginning of the fiscal year. Annual auxiliary budgets shall be approved by the auxiliary governing body and membership and presented to the chapter Finance Committee to be included in the annual corporate budgets. The annual budget shall be posted thirty (30) days prior to being presented to the Board for approval at its April meeting and to the membership for approval at its April meeting.

(2) Assistant Treasurers. The Treasurer shall appoint, with Board approval, the First Assistant Treasurer, and other Assistant Treasurers as may be deemed necessary to perform the duties of the Finance Committee

(a) First Assistant Treasurer. The First Assistant Treasurer shall assist the Treasurer and record the Thrift on 33<sup>rd</sup> finances; serve as a member of the Finance Committee, and the Thrift on 33<sup>rd</sup> Committee.

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The Finance Chairman shall:

1. Schedule committee meetings and appoint a secretary to keep minutes.
2. Review annually and evaluate coverage with insurance agent when necessary.
3. Send budget request forms to Board and chairmen in January to be filled out and returned before the budget meeting in February.
4. Prepare budget worksheets to use at February Budget meeting.
5. Schedule yearly committee meetings to discuss investments with Financial Advisor.

6. Maintain a chapter budget and finance procedure book, including pertinent national materials.
7. Prepare two (2) copies of the annual activity report to be submitted to the President by April 15, retaining the original for the Budget and Finance chapter procedure book.
8. Report job description changes to the Education Chairman.

Technology skills needed: MS Word, Excel and Quickbooks