



FINANCE COMMITTEE

COMMITTEE COMPOSITION:

- A. Chairman (Treasurer or other appointed by the Chapter Executive Committee).
- B. Three members appointed by the EC, **that currently serve as treasurer of their respective districts serving a 2 year term, rotating Districts every term (EC 04/07/07)**
- C. Treasurer in event they are not chair **(EC 7/30/05)**

DUTIES AND RESPONSIBILITIES:

- A. The Finance Chairman shall advise the Board of Directors (BOD) on matters pertaining to the Chapter's financial needs, growth and stability based on periodic review of income, expenditures and investments.
- B. The Finance Committee will prepare the annual budget for the next fiscal year and submit to the BOD at the BOD meeting held during the Fall TPTA conference. Upon approval by the BOD the Finance Committee will present the finalized budget to the TPTA membership through the VOLUNTEER VOICE.
- C. The Finance Chairman will submit to the BOD and/or Executive Committee reports as outlined under duties or upon special request.
- D. The Finance Committee and the TPTA Executive Committee will revise if necessary the budget and other fiscal matters pertaining to the TPTA activities.
- E. Chairman will confer with successor regarding outline of routine duties and transfer files.
- F. Assist in strategic planning process and update assigned tasks through the year.