

- 1. Responsibility:** The Finance Committee is responsible to the Mid-Southern California Area and makes reports to the Executive Committee and the Area.
- 2. Purpose:** The Finance Committee is the financial advisory body to the Executive Committee and the Area.
- 3. Duties:** The Finance Committee shall be responsible for the following duties:
 - A.** Prepare the Annual Budget, in conjunction with the Area Treasurer, and present it to the Executive Committee and Area for approval.
 - B.** Prepare quarterly financial reports and present them to the assembly (through the Newsletter, at Area meetings, or by other means).
 - C.** Insure distribution of donation envelopes to meetings whenever possible.
 - D.** Consider ways of carrying the message which are not already being adequately met; make recommendations to the Executive Committee and the Area about funding new projects when the need exists.
 - E.** Evaluate requests for unbudgeted changes in funding for new projects or continuing projects from Standing Committees, Groups, the Executive Committee, or others. Make recommendations to the Executive Committee. Make an assessment of all unbudgeted projects that will require expenditure of funds prior to their approval by the Assembly. This assessment is to be included with the project when it is presented to the Assembly for approval. This assessment is to be done at a special meeting of the Finance Committee, if necessary, to avoid causing unnecessary delay. It is the responsibility of the requester to present the information to the Finance Committee for review, and to have the Finance Committee present the findings of the financial impact at the next assembly.
 - F.** Help evaluate the needs for making capital outlays.
 - G.** Arrange for the annual audit of financial records.
 - H.** Suggest matters of financial policy to the Executive Committee and Area.
 - I.** Maintain current capital equipment inventory.
 - J.** In the fourth quarter, the Finance Committee will evaluate fiscal year end cash balances. If necessary, in order to maintain Mid-Southern California Area's non-profit status, the Finance Committee will recommend to the Area Treasurer to prepay normal recurring operating budgeted expenses.
- 4. Composition:** The Committee is comprised of interested members of the Area; and is composed of not less than five (5) and not more than ten (10) voting members. A quorum shall consist of 50% of the voting members. The Area Treasurer is a voting member. Although it is not part of their duties as Delegate and Treasurer, it is suggested for the reasons of continuity and experience that the immediate past Delegate and the immediate past Treasurer be asked to serve for a two-year term.

The Area Delegate and Area Chair are ex-officio nonvoting members. Other Area members are

welcome to attend Finance Committee meetings as nonvoting members

- 5. Officers:** The committee shall have a Chair, Co-Chair, and Secretary. The officers' term of office shall be two (2) years. The officers shall be elected within the committee by a simple majority vote. It is considered desirable that the officers rotate within the committee, giving all members an opportunity to serve.
- 6. Officers Duties:**

 - A. Chair:** The Chair shall inform the secretary of the date and place of the next meeting; prepare an agenda to be used at the meetings; chair the meeting; insure that written recommendations are submitted to the Executive Committee; make overview reports at the Area Service Committee meetings and/or Area Assemblies.
 - B. Co-Chair:** The Co-Chair shall carry out the duties of the Chair when asked or when the Chair is unable.
 - C. Secretary:** The Secretary shall take and distribute the minutes of each meeting and send notices of the meeting time and place not less than a week prior to each member of the finance committee and the ex-officio members.
- 7. Term of office:** The term of office for voting members of the Committee should be four (4) years duration, except for the Area Treasurer, immediate Past Treasurer, And Past Delegate, whose terms are two (2) years. It is considered wise that there be a measure of substantive continuity so a change of Area administration will not result in a new Committee. If a person misses three (3) consecutive meetings, the Finance Committee will make a recommendation as to that person's participation on the committee.
- 8. Meetings:** Committee meetings should be held during the week following each regular Area Assembly or at a time as suggested by the Executive Committee or decided by the Committee.
- 9. Reports:**

 - A.** The Committee shall present to the Area Assembly and/or the Area Service Committee the final Assembly approved Annual Budget at their first meeting after the budget is approved.
 - B.** Quarterly Financial Reports shall be presented at the first meeting of the Area Service Committee and/or Area Assembly after the completion of the quarter.
 - C.** The Committee shall make written recommendations to the Executive Committee on all matters including budget, policy and recommendations. An overview of Finance Committee considerations may be made to the Area Assembly and/or Area Service Committee as a Committee report, but no direct recommendations shall be made by the Committee to the Assembly for considerations; such recommendations shall be made by the Executive Committee.