

# **ARSC**

## **Finance Committee Description**

### **1 Committee Type**

The Finance Committee is a Standing Committee of ARSC.

### **2 Finance Committee Chair**

#### **2.1 Appointment**

The Finance Committee Chair is appointed by the ARSC President.

#### **2.2 Term**

The Finance Committee Chair's term is unlimited, as long as the Chair's performance remains acceptable to the ARSC Board of Directors.

#### **2.3 Eligibility**

The Finance Committee Chair must be a member of the association.

### **3 Mission**

The Finance Committee's mission is to advise the Treasurer and Board of Directors on any financial matters of the association upon request.

### **4 Objectives**

The Finance Committee shall support the financial operation of the association in keeping with its mission and goals.

### **5 Functions**

#### **5.1 Finance Committee**

The Finance Committee shall:

- Advise the ARSC Treasurer and ARSC Board of Directors on financial matters upon request.
- Review and provide feedback on the *Treasurer's Report* prior to each regular Board Meeting (Spring and Fall).
- Review and provide feedback on the projected ARSC Budget prior the Fall Board Meeting.

#### **5.2 Finance Committee Chair**

The Finance Committee Chair shall:

- Chair shall appoint additional Finance Committee Members, whenever appropriate.
- Chair shall work with the ARSC Web Manager to maintain and update the committee webpage as necessary.
- Chair shall work with committee to update the *Finance Committee Description* as needed.

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### **6 Effort**

#### **6.1 Committee**

The Finance Committee may expect to exert the following effort, annually:

- Advising Treasurer and Board of Directors upon request: 1 to 2 hours.
- Reviewing and providing feedback on *Treasurer's Report*: 1 to 2 hours.

#### **6.2 Committee Chair**

The Finance Committee Chair may expect to exert the following effort, annually:

- Appointing members: 1 to 2 hours.
- Communicating with members: 2 to 4 hours.
- Writing and submitting reports: 2 to 4 hours.
- Updating committee webpage: 1 hour.