

## **Finance Committee**

The Finance Committee advises the Meeting on financial issues, providing a fiscally responsible perspective and a reality check on what the Meeting can do financially. Duties include:

- Advises the Treasurer on policy and bookkeeping issues;

- Responds to inquiries from Business Meeting;

- Assists the Treasurer and Associate Treasurer, as needed, in budget preparation, compilation of statistics, acknowledgment of contributions, decisions about bookkeeping procedures and software, etc.;

- Carries out an annual mail solicitation for contributions from members and attenders, and advises on other fund raising measures that may be desirable and appropriate;

- Advises on the prudent investment of funds not immediately needed;

- Advises on the amount of reserves Meeting should have and possible uses of surplus funds.

The Committee consists of 5 to 8 members, including the immediate past Treasurer, if possible. There should always be at least one prior Treasurer on the Committee to assist in all phases of the process. Meetings are called by the Convener as needed, at least once quarterly.

Revised 2012