

FINANCE COMMITTEE JOB DESCRIPTION

Purpose: The Finance Committee is a standing committee of the MSSA Board of Trustees according to Article V, Section 5.1 of the Assembly Bylaws. The purpose is to provide service concerning fiscal policy and finances of Assembly. The MSSA Treasurer serves as chair.

Interactions: Board of Trustees, President, General Manager, all committees of the Assembly

Responsibilities:

1. Work with the President, General Manager, and committee chairs to develop an annual budget.
2. Recommend the annual budget to the Assembly Board of Trustees.
3. Provide the Board of Trustees with information concerning budget performance and recommendations concerning accounting and financial management practices.
4. Provide the President and Board with a year-end inventory and audit of the Assembly assets and financial condition, as provided by the accounting firm.
5. Notify the committee in September regarding a schedule of regular committee meetings for the year.
6. Make decisions and determine actions of the committee preferably in meetings, but they may be made by telephone conference provided reasonable notice of the schedule has been given and all members can be included and can be heard.
7. Maintain all records in the Finance notebook in the Assembly office.

A quorum will consist of a majority of committee members. A majority of the members present at a meeting at which there is a quorum may make decisions and take action on behalf of the committee.

If the committee cannot meet in person, the chairman may send information to committee members by email; they reply directly and only to the chairman. Members should never 'reply to all.' For discussion or votes, conference calls can be arranged through the office. *Robert's Rules of Order* requires that in committee communication among members, every member must be able to hear every other member. Under certain circumstances, polls may be used.