

# ARIZONA FEDERATION OF GARDEN CLUBS, INC.

## **Board of Directors** **JOB DESCRIPTION**

### FINANCE COMMITTEE CHAIRMAN

As a member of both the Executive Committee and the Board of Directors reporting to the AFGC President, this chairman is responsible for timely functioning of the finance committee whose activities include the review of income projections and the preparation of budget recommendations.

#### DUTIES

- Empower the Finance Chairman and the Treasurer to direct the investment and reinvestment of all funds.
- Submit a proposed budget for the year subject to the approval of the Executive Committee and adoption by the Board of Directors.
- Credit any surplus from conventions to the General Fund.
- Require chairmen of AFGC sponsored or co-sponsored projects to
  - Present a budget to the Finance Committee for approval.
  - File a yearly financial report and final financial report with the Treasurer and Finance Committee at the completion of the project, sending any surplus from completed project to the Treasurer.
- Credit any surplus from the completed project to the appropriate General or Restricted Fund.
- Conduct a periodic internal review of the AFGC financial records.
- Establish financial policies and procedures to be followed by chairmen with revenue-producing responsibilities, including those in charge of the AFGC conventions, schools and workshops.
- Upon request, advise the AFGC Treasurer as to procedures to be followed in maintaining financial records or in handling particular transactions.

#### DUTIES

- Call all meetings of the AFGC Finance Committee; whose membership consists of AFGC Finance Chairman, AFGC President, AFGC First Vice-President and/or President-Elect, AFGC Treasurer and three members appointed by the President.
- Give as much advance notice as possible of the meeting date and the subject to be considered.
- Preside at meetings of the committee. The senior officer presides in the absence of the chairman.
- The Finance Chairman will designate one of the appointees to serve as secretary, who will
  - Prepare minutes of each meeting, secure approval of the chairman.
  - Distribute a copy to each member of the committee within thirty days of the meeting.

- Retain all minutes and copies of reports and recommendations presented by the Finance Chairman to the Executive Committee and the Board of Directors.
- Instruct AFGC Officers and Chairmen to submit budget recommendations for the committee's activity for the ensuing year prior to the spring Finance meeting each year.
- Review with the Finance Committee income projections and budget recommendations, modifying them as necessary to achieve a balance.
- Determine the budget and dues level to be recommended to the Board of Directors and, in case of a change in the dues level, to the general membership at the AFGC Annual Meeting.
- Following approval of the budget by the Finance Committee distribute a copy to each member of the Board of Directors.
- **Present the budget to the Executive Committee and Board of Directors at its meeting immediately following the Annual Meeting.** In the event of a change in dues, arrange for the requisite notice to the membership and present the proposed change at the AFGC Annual Meeting.
- Review with the Finance Committee requests for budget supplements during the year and other transactions having significant financial implications, such as new programs.
- Recommend action to the Board of Directors as appropriate and have all Finance Committee actions ratified by the board.
- When required, the Finance Committee may authorize the AFGC Treasurer to make payments of not more than \$50. In excess of amounts covered by the current budget, report such authorizations at the next meeting of the Executive Committee and the Board of Directors.
- Submit each report or recommendation electronically to the Executive Committee and the Board of Directors.
- Submit a report electronically to the AFGC President, Recording Secretary, Archivist, Secretary of the Finance Committee and the Finance Chairman's file by two (2) weeks before each Executive Committee Meeting, Board of Directors Meeting and the Annual Meeting. The AFGC President will forward all reports to the Board of Directors members. You may request to report directly at the meetings.
- Review and follow the procedures applicable to all members of the Board of Directors outlined on the page titled IMPORTANT PROCEDURES, which is a part of this job description folder.