

# Finance Committee Job Description

**Job Title:** Finance Committee Volunteer

**Objectives:** The Finance Committee is a standing committee of the Board of Directors and is chaired by the Board Treasurer. The committee is responsible for reviewing and providing guidance for AASP's financial matters. The committee assures internal controls, independent audit, and financial analysis for the organization. The Finance Committee reviews all financial statements and reports on financial activity to the full board. To help the board fulfill its oversight function, it is important for the Board Treasurer and the Finance Committee to present the information in as clear and concise a manner as possible.

**Duties and Responsibilities:**

1. Provide direction for the entire Board for fiscal responsibility.
2. Regularly review the organization's revenues and expenditures, balance sheet, investments and other matters related to its continued solvency.
3. Ensure that organizational funds are spent appropriately.
4. Ensure the preparation of an annual audit, tax form (990), and audited Financial Statements.
5. Approve the annual budget and submit it to the full Board for approval.
6. Oversee the maintenance of organizational-wide assets, including prudent management of organizational investments.
7. Implement and maintain appropriate risk management measures such as proper insurance coverage.

The Finance Committee Volunteer should have:

**Qualifications and Requirements:**

- Ability to understand financial statements
- Experience in creating budgets
- Knowledge of financial policy and procedures for non-profits.
- Ability to work cooperatively with other committee members.
- At least five years of experience in Advancement Services
- Excellent communication skills
- Time to dedicate to this professional volunteer opportunity (approximately 3 hours per month)
- Commitment to take on an occasional finance related special project.
- Commitment to attend regular meetings.
- Must be comfortable in a team environment.

**Lines of Communication:** Reports directly to the Finance Committee Chair/Board Treasurer and works closely with fellow volunteers to complete assignments and exchange ideas.

**Orientation and Training:** Read the AASP by-laws, AASP Articles of Incorporation and AASP Financial Policy. Meet with the Board Treasurer and Executive Director.

**Time Commitment:** Approximately three hours per month for the length of appointment plus additional specific assignments as needed and agreed upon.

**Benefits:** Contribution to the Advancement Services profession; association with professional colleagues; recognition of contributions and expertise among professional community.

**Challenges:** Completing work assignment in a timely fashion is critical to keeping the committee's deliverables on track and the work of AASP moving forward. Because finance committee members will most likely live throughout the country meeting will take place during normal work hours and by conference call. Meeting attendance is extremely important however it will be understood that due to conflicts meeting absences will occur.