

Budget Committee

Purpose

To develop the budget for the fiscal year, July 1 to June 30.

Membership of the Committee

The committee shall consist of the treasurer, the president, the immediate past president, and the former treasurer in a year of a new treasurer. The treasurer shall serve as the chair.

Duties of the Committee

The committee shall:

1. Review the proposed budget developed by the chair.
2. Prepare a revised proposed budget to be submitted to the Administrative Board.
3. Monitor adherence to the financial policies of the Association.
4. Complete other tasks as directed by the president or Administrative Board.

Duties of the Chair

The chair shall:

1. Develop a budget request for committee expenses to be included in the proposed budget (early February).
2. Monitor the work of the committee to see that it progresses satisfactorily.
3. Manage the financial matters of the committee.
4. Receive budget requests from Administrative Board members (early February).
5. Prepare a proposed budget to submit to the Budget Committee for review (mid-February).
6. Present the revised proposed budget to the Administrative Board for approval (spring board meeting).
7. Submit written/electronic reports to the Administrative Board and at the business meeting as directed by the president.
8. Maintain a file of materials pertaining to the activities of the committee to be forwarded to the succeeding chair.