

Finance Committee Position Qualifications and Responsibilities

Chair Responsibilities

- Works with Area 15 Chairperson at the start of the panel to select two members for the Finance Committee, one of whom serves as Finance Committee Secretary.
- Coordinates with Area 15 Treasurer to set up coming year's budget in QuickBooks.
- Receives a financial report midway between assemblies from Area 15 Treasurer for Area 15 Finance Committee review.
- Creates an agenda two weeks ahead of the Area 15 Finance Committee meeting at Area 15 assemblies and shares it with the Finance Committee Secretary for distribution to Finance Committee members and District Finance Committee Chairpersons.
- Chairs Area 15 Finance Committee meeting at Area 15 assemblies. Agenda items generally include review of financial transactions from previous quarter; budget year-to-date performance; District and Group contributions to Area 15; and motions coming to the body at Area 15 business meeting to determine immediate and potential future financial impact.
- As time permits, plans and works with Finance Committee members to present workshops for District Finance Committee Chairpersons at Finance Committee meetings at Area 15 assemblies.
- Attends Area 15 business meetings and delivers an oral report on activities of the Area 15 Finance Committee; submits a written report to the Area 15 Spanish language interpreter/translator prior to the start of the business meeting and provides a written version to the Recording Secretary for inclusion in the minutes.
- Comes to the microphone at Area 15 business meetings when called upon by the Area Chairperson to report on financial implications of motions coming before the body.
- Leads the committee in preparing and finalizing the Area 15 budget for the next calendar year. Tasks generally include establishing and following schedule of activities necessary to complete draft budget; working with Area 15 Treasurer to gather year-to-date and recent years actual expenditures of Delegate, Alternate Delegate, Area Officers and Area Committees; sharing findings and assisting trusted servants in preparation of budget requests; collaborating with Area 15 Treasurer on best format for presenting budget material in a user-friendly way; holding online Q&A sessions to acquaint members of the Area with draft budget between presentation at fourth quarter Area 15 business meeting and request for approval.
- Presents draft budget reflecting Finance Committees' work at fourth quarter Area 15 business meeting.
- Works with Finance Committee members to update any changes to the draft budget between presentation at fourth quarter Area 15 business meeting and request for approval at the following first quarter Area 15 business meeting.
- Asks body for approval of draft budget at first quarter Area 15 business meeting.
- Works with the Delegate to clarify methods and practices for expenditure of Delegate's budgeted funds.
- Serves as a resource to District Chairpersons and District Finance Committee Chairpersons seeking assistance with local finance issues.
- Remains informed on finance updates coming from the General Service Office including financial health of the Fellowship and new developments that could affect financial operations of Area 15.
- Keeps the Area 15 Finance Committee's page on the Area 15 website updated, providing workshop notes and other Finance Committee-related documents to the Area 15 Web Servant.
- Updates Area 15 Chairperson on any changes to Area 15 Finance Committee officers during the panel.
- Presents any newly elected officers during the panel to the Area 15 body at the business meeting for disapproval as part of the Area 15 Finance Committee report.
- Submits receipts to the Area 15 Treasurer for Area 15 Finance Committee monies spent.
- Works with the Area 15 Finance Committee Secretary to create a budget request for Area 15 Finance Committee funding for the next year by July 31 of each year.
- Works with members of the Area 15 Finance Committee to update the Committee's Composition, Scope and Procedure and officer position descriptions by July 31 of even-numbered years and submits the documents to the Area 15 Current Practice Committee.
- Reviews responsibilities of the Area 15 Finance Committee Chairperson with the incoming Area 15 Finance Committee Chairperson following appointment of the incoming Chairperson and hands off relevant materials prior to the start of the new panel.
- Remains available should the Area 15 Delegate request assistance in reviewing final Conference agenda items pertaining to Finance. May review background and prepare a synopsis to share with Area members at pre-Conference agenda sessions.

- OPTIONAL: Hosts online Finance Committee meetings using the Area 15 online platform, providing meeting date and time to the Area 15 Web Servant at least 10 days prior to the meeting.

Chair Qualifications

- Ability to create agendas and lead meetings.
- Previous experience as a member of a District Finance Committee.
- Treasurer experience at District or Group level.
- Clear understanding of basic accounting and budget preparation principles.
- Basic computer skills; familiarity with accounting systems is preferred.
- Experience with operation and procedures of Area 15 Finance Committee as reflected in Area 15 current practice.

Secretary/Treasurer Responsibilities

- Attends Area 15 Finance Committee meetings at Area 15 assemblies and reviews and clarifies minutes of the last Finance Committee meeting as well as expenditures to date.
- Distributes a sign-in sheet at Area 15 Finance Committee meetings at Area 15 assemblies and maintains a contact list of District Finance Committee Chairpersons, updating as necessary.
- Receives agenda for the Area 15 Finance Committee meeting at Area 15 assemblies from the Area 15 Finance Committee Chairperson and distributes it to Finance Committee members and District Finance Committee Chairpersons one week ahead of the meeting.
- Brings copies of the agenda to the Area 15 Finance Committee meeting at Area 15 assemblies.
- Compiles minutes of Area 15 Finance Committee meetings at Area 15 assemblies and sends them to individuals on the sign-in sheet within two weeks of the meeting.
- Provides Finance Committee minutes to Area 15 Web Servant for posting to the Finance Committee web page on the Area 15 website.
- Tracks expenses of the Area 15 Finance Committee and directs committee members to request reimbursement from the Area Treasurer for expenses as needed.
- Works with the Area 15 Finance Committee Chairperson to provide a budget request for Committee funding for the next year by July 31 of each year.
- Reviews responsibilities of the Area 15 Finance Committee Secretary with incoming Area 15 Finance Committee Secretary and hands off relevant materials prior to the start of the new panel.
- Remains available to assume the responsibilities of the Area 15 Finance Committee Chairperson in his or her absence.
- Attends online Area 15 Finance Committee meetings if called by the Area 15 Finance Committee Chairperson.

Secretary/Treasurer Qualifications

- Previous experience as a member of a District Finance Committee and/or Treasurer experience at District or Group level.
- A level of computer knowledge and information technology skills as well as knowledge of basic financial recordkeeping that reflects the Committee's needs.
- Ability to create a record of a meeting that captures the essentials of what happened.
- Knowledge of Area 15 current practice pertaining to the Finance Committee.