



Gulf Coast Garden Club Position Description Form

Position Name

Chair - Finance Committee

Date Created: _____

Form Creator Name: _____ Mary Lou Magiocco

Home Phone: _____

E-Mail Address: _____

Committee Name: _____ Finance Committee

Position Overview:

- Appointed by the President and interfaces with the Treasurer.
- Establish a Committee of 3 members to serve on the Finance Committee.
- Responsible for working with the Treasurer to monitor the current monthly budget and review approved budgeted line items against actual expenditures.
- Responsible for receiving any requests for spending exceeding budgeted amounts, reviewing with Finance Committee and providing Board of Directors/Committee Chairs with authorization of expenses exceeding budgeted amount.
- Solicit proposed budgets from Board of Directors and Chairs and prepare a proposed budget for the coming year.

Skills/Abilities/Other Requirements:

- Knowledge of Budgets and Budget Planning.
- Computer knowledge (Excel, Email and Internet)

Essential Position Functions:

- In February, work with the Treasurer and Finance Committee to prepare the proposed GCGC Budget for the coming year.
- In March, work with the Treasurer to finalize proposed budget and present to the Board of Directors for approval.
- In March, work with the Treasurer to present proposed budget to the membership at the March General Meeting.

Print Form

Rev. 12/15

"TO DO LIST" - CHAIR - FINANCE COMMITTEE

MONTH

ACTION NECESSARY

- MAY**
- Second Monday of the month, attend last official General Meeting of the season.
 - Annually, provide newly appointed Finance Committee Chair with training and all pertinent information for assuming role as of June 1st. Ensure newly appointed Finance Committee Chair receives copy of Position Description and To Do List for the next season. Ensure newly appointed Finance Committee Chair receives support/guidance in his/her role for the next season.
- JUNE-SEPTEMBER**
- Attend Summer Meetings if possible.
- OCTOBER**
- Second Monday of the month, attend General Meeting.
 - As requested by the President during the season, attend Board of Directors Meeting(s) the first Monday of the month.
 - Establish Committee of 3 members to serve on the Finance Committee.
 - On a monthly basis throughout the season, interface with the Treasurer to review any budget overages or requests from Board of Directors and/or Committee Chairs for spending exceeding budgeted amounts.
- NOVEMBER**
- Second Monday of the month, attend General Meeting.
- DECEMBER**
- Second Monday of the month, attend General Meeting.
- JANUARY**
- Second Monday of the month, attend General Meeting.

FEBRUARY

- Second Monday of the month, attend General Meeting.
- Work with the Treasurer to sent request to Board of Directors and Committee Chairs for proposed budget for the following fiscal year (due back by mid February).
- Review Finance Committee expenses for the current season and prepare a proposed budget request for the following fiscal year. Share proposed budget request to the Treasurer by mid month.
- Meet with the Treasurer and prepare proposed Budget for next fiscal year to be presented to and approved by the Board of Directors.

MARCH

- First Monday of the month, attend Board of Directors Meeting.
- Working with the Treasurer, present proposed Budget for the next fiscal year to the Board of Directors.
- Second Monday of the month, attend General Meeting.
- Working with the Treasurer, present proposed Budget for the next fiscal year to the membership at the General Meeting. Work with the Treasurer to publicize proposed budget to club membership via Blossoms Bulletin.

APRIL

- Second Monday of the month, attend Annual Meeting.
- Treasurer will present approved budget for the next fiscal year to the membership at the Annual Meeting for approval vote. Assist Treasurer with any questions or inquiries.
- Review copy of final approved budget for the next fiscal year and ensure a process is in place for monitoring any expenses for the Finance Committee Chair during the next fiscal year.