

Central Baldwin Chamber of Commerce
Committee Description
Finance Committee

OBJECTIVE:

This committee is responsible for the fiscal integrity of the Chamber.

FUNCTION:

The Finance Committee is the conduit through which The Board of Directors understands and can vote on action to meet the objective.

RESPONSIBILITY:

- The committee will review and address budgeted income and expenses and make recommendations to the Board of Directors.
- Monitor the Chamber's finances.
- Develop an annual budget.
- Review and approve budgets for each program, activity and event.
- Advise the Board of Directors as to the Chamber's future financial needs and develop proposals for meeting those needs.

REPORTING:

- Provide a verbal / written update of Committee activity to CEO
- Provide a verbal Committee activity update at every Board Meeting
- Prepare relevant material for Board of Directors' meetings when action is recommended

NOTE:

It is the responsibility of the Executive Director to assign a 'key staff' person to the Committee