

Unitarian Universalist Congregation of South County

UUCSC Finance Committee Chair Job Description

Chair

1. Schedules monthly meetings, creates and distributes Agenda in advance of meeting, writes Minutes and sends a monthly report to Board of Directors.
2. Assigns and oversees tasks required of Finance Committee.
3. Attends Program Council Meetings, or the chair's designated representative.
4. Maintains focus on the development of fiscal sustainability and Finance Strategic Plan.
5. Is a signatory on the checking account along with the Disbursing Agent.

UUCSC Finance Committee

Committee Job Description

1. To serve as advisory body to the Treasurer and the Collector in the conduct of their respective offices.
2. To monitor the Congregation's financial performance along with the Treasurer and Collector and to forward concerns and results to the Board.
3. To develop, in concert with the Program Committee Chairs and the Treasurer, a series of draft budgets for the congregation to be presented to the full Board and to the Congregation at the Annual Business Meeting . Further, the Finance Chair will work with the Treasurer to amend the budget as required by significant additions or deletions of expected funds at appropriate times during the year.
4. To promote financial health as called for in the implementation of the Congregation's long-term plans, including income and expense projections and related functions.
5. To provide, along with the Board of Directors, general oversight of the Congregation's financial status, including fundraising, investments, annual budget preparation and organization of the annual pledge canvass.
6. To encourage participation of any members in improving the fiscal health of the Congregation by adding functions or ideas to attain additional financial resources.

Revised 2012

