

UUCSC FINANCE COMMITTEE JOB DESCRIPTION

1. To serve as an advisory board to the Treasurer and the Collector in the conduct of their respective offices.
2. To monitor the Congregation's financial performance, in cooperation with the Treasurer and Collector.
3. To forward concerns, recommendations, and reports to the Board.
4. To develop, in cooperation with the Committee Chairs and the Treasurer, a proposed Annual Budget to be referred to the Board for its approval, and then to the Congregation at the Annual Meeting.
5. The Finance Committee Chair and the Finance Committee will work with the Treasurer to propose amendments to the budget as required during the fiscal year, due to significant additions of expenses or significant deficit of expected funds; the proposed amended budget then to be submitted to the Board for review and approval.
6. To promote the Congregation's long term financial health by developing and monitoring long term financial plans including income and expense projections and related information.
7. To provide, in coordination with the Board, general oversight of the Congregation's financial status, including investments, banking, reports, and annual budget preparation and oversight.
8. To oversee investments, with regular review of investment account status including decisions as to investment funds to hold funds, investment decisions and amounts to invest, and annual review of optimum amount to invest in UUA Fund or with other investment managers.
9. To support the Treasurer as needed.
10. To ensure development and updating of Financial Strategic Plan.

Approved by Finance Committee - February, 2019

UUCSC FINANCE COMMITTEE CHAIR JOB DESCRIPTION

1. To schedule meetings, prepare meeting agendas and distribute the agenda prior to committee meetings, keep meeting minutes or delegate minutes to committee member, and send monthly report to Board; and send monthly minutes to office administrator for filing.
2. To assign to committee members and oversee tasks required of Finance Committee.
3. To attend Program Council meetings or designate a representative to attend meetings.
4. To be a signatory on UUCSC bank accounts along with the Disbursing Agent and others as determined from time to time by the Finance Committee.
5. To oversee the annual budget process.
6. To report to the Board recommendations and proposals from the Finance Committee to the Board.
7. To coordinate with the minister as appropriate concerning financial or budget matters.

Approved by Finance Committee - February, 2019