

Section: Committee Responsibility

Number: 102.1

Subject: Finance Committee

Date: Revised 04/02

Approved July 2007

Purpose: To monitor and maintain the financial expenditures and growth of the association. Development and presentation of an annual proposed budget for the association.

Roles & Responsibility: Current membership in ASPAN/SCAPAN.

1. The Treasurer will serve as chairperson.
2. Finance committee will be composed of the Treasurer and at least 2 non-executive members. At least one shall be from a different district than the Treasurer.
3. The chair selects members with input from the President Elect.
4. Submits an action plan to the President by January 10th annually.
5. Assist in the development and implementation of financial policies and procedures.
6. Acts in an advisory capacity as needed in relation to SCAPAN financial operations.
7. Reports to the President and BOD at each meeting:
 - a. Prepares and submits agenda items for discussion or action
8. Assists the Treasurer in preparing the annual budget.
9. Recommends annual funding available for National Conference with final approval made by BOD and Executive Committee.
10. Sends copies of all correspondence to the President and Pres. Elect.
11. Deposits yearly seminar profits into bank.
12. Develops strategies for long range financial planning.
13. Develops recommendations for the available funding for state conference planning.
14. Reviews financial policy and procedures and submits to BOD for action.
15. Makes recommendations related to stipends for Leadership Conference.

Original : unknown

Reviewed: 2001 Revised : April 2002, April 2006, July 2007