

# Finance Committee

## Committee Responsibilities

- Maintain records for financial reporting
- Develop yearly budget
- Track monthly finances, and report to board
- Invest funds wisely
- Assist with annual audit
- Develop and maintain internal controls
- Provide financial analysis and projections

The Finance Committee reports to the Board of Directors.

In addition to the Executive Director and Board Chair, the Committee will have a minimum of 3 members, including one board member serving as liaison.

Skills and abilities needed to succeed on this Committee:

### Personal

- Willing and able to be a Feast of Justice ambassador.
- Honesty, integrity and respect for others.
- Open-minded.
- Strong team-builder and team member.
- Comfortable working in a fluid environment and taking initiative.

### Professional—we ask that you possess at least ONE of these:

- Experience with finance, accounting, or bookkeeping.
- Familiarity with investment options.
- Experience with QuickBooks.

### Estimated time commitment and meeting format

- Attend 5-6 Committee meetings per year (some may be available electronically)
- Estimated time commitment: 3-5 hours/ month depending needs
- Busiest time period: work is consistent throughout the year.

### Term limit

One-year commitment, with option to extend.