

**PRAIRIE QUILT GUILD
WICHITA KANSAS
JOB DESCRIPTION
FINANCE**

Article IX, Section 1 C specifies that "duties shall be: (1) To establish and present a budget at the July meeting of the Board of Directors, and (2) To present the Proposed Budget to the membership at the Annual Meeting for approval. The Proposed budget will be published in the Newsletter ten (10) days prior to the Annual meeting."

The Finance Chair's responsibilities include the following:

- To review job description
 - To review former reports
 - Download and print all Board Meeting Minutes and put in notebook
 - To form a committee
 - To attend all board meetings
 - To notify Treasurer and President of all Finance committee meetings
 - To be ready to reevaluate the budget later in the year should the need arise and, if deemed necessary, to recommend some readjustment of the budget
 - To be accountable for Finance Committee Notebook, minutes of committee meetings, monies received, and expenses incurred
- All expenses incurred must be documented with provided vouchers and accompanied by receipts before approval for reimbursement will be given by the Board of Directors.**
- To write a report at the end of term of office (The report should include process for creating budget, membership of committee, explanation of any changes in budget submitted to membership prior to approval, copy of budget approved by general membership, explanation of any adjustments to budget throughout term, timeline used for development of budget, suggestions for improvement in process and/or changes.)
 - To submit copies of the end of term report to the President, and Finance Committee notebook.
 - To return Finance Committee Notebook and files intact to the President at end of term or when requested

Any deviation in policy requires Board of Directors approval.