



COLUMBIA PATHWAYS TO RECOVERY  
PO Box 486 GHENT NY 12075

## **Finance Committee Roles & Responsibilities**

**Led By:** Treasurer as Committee Chair

**Reports To:** Board of Directors

### ***Purpose:***

The Finance Committee is a board designated committee with goals of insuring the financial stability of the organization and provide oversight of financial work done by the Treasurer.

Membership of the Finance Committee is reviewed by the President. The Treasurer, Committee Members and the Executive Director will work together to determine committee needs and will brainstorm new and potential committee members.

### ***Finance Committee Chair Responsibilities***

- Provide leadership for the committee
- Facilitate communication and discussion during the meetings
- Serve as spokesperson within the organization for the committee
- Facilitate the meeting according the agenda
- Create the agenda in partnership with staff support
- Provide research as needed for the committee
- Send out meeting reminders and agendas
- Take minutes during the meeting and create the monthly Board report
- Stay in regular communication with the Executive Director
- Bring the viewpoint of the Board of Directors to the committee discussion
- Bring action items and recommendations from the Committee to the Executive Director when necessary.
- Report Board decision back to the committee.

### ***Committee Expectations:***

- The Finance Committee will provide monthly written reports to the Executive Director about its' meetings, attendance, recommendations and actions taken.
- Review financial reports and transactions.
- Provide guidance and oversight of the Treasurer's actions and responsibilities
- With support from staff, annually submit objectives and a work plan for the committee as part of the planning and budgeting process.
- With support from staff, annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Executive Director.
- Annually, the Finance Committee will review the committee charter, committee work plan and committee membership. Any members who have not attended regular meetings or documented activities to promote the committee's objectives for a period of 6 consecutive months will be removed from the membership list.



- The committee will meet at least 6 times each year either in person or via conference call.

### ***Committee Members Responsibilities:***

- Serves in an advisory role to guide the committee
- Expresses ideas and provides input
- Actively participates in meetings, contributing to the discussion, brainstorming and sharing innovative ideas
- Reviews material and provides input for improvement
- Serves as internal/external linkages for CCPR to open doors to further the organization's mission and vision.
- Participate in the development and implementation of the committee work plan

### ***Time Commitment For Committee Members***

- Committee members should anticipate giving an average of 1-2 hours per month to - complete the activities.