



## **SCE FINANCE COMMITTEE VOLUNTEER JOB DESCRIPTION AND QUALIFICATIONS**

### **SCE Bylaw Description:**

#### **Section D. Finance Committee**

The committee will include the Board Treasurer as the Board Liaison to the committee who shall have no vote in committee decisions. The committee will include the Community Manager, who shall have no vote in committee decisions. The Finance Committee shall submit recommendations to the Board on all budget line items of revenue and expense, and shall conduct a timely process of open meetings and hearings to develop the proposed budget for the Board of Directors each year.

**Amended July 2012**

### **Purpose of the Committee:**

The Finance Committee is a standing committee of the Board of Directors and responsible for reviewing and providing guidance for SCE's financial matters. The committee through the external audit assures internal and external controls are adequate. The committee reviews financials and is instrumental in the Budget Development for the Association. \*

### **The function of the Committee is to:**

- Develop the annual budget in conjunction with management and submit to the Board of Directors for approval
- Review and recommend on budget change requests
- Regularly review the organization's revenues and expenditures, investments, financial statements and other related matters.
- Report to the Board on budget and investment activities
- Ensure timely audits are done, review and approve draft audits and management letters for board approval

### **Desirable attributes:**

- Ability to understand financial statements
- Experience in creating budgets
- Commitment to take on occasional finance related special projects
- Commitment to attend regular meetings
- Identify opportunities for collaboration, sharing of resources

\* In accordance with SCE bylaws both the community manager and the Board Treasurer are non-voting members of this committee.