**SPECIFIC COMMITTEE GUIDELINES (SCG)**

**FINANCE COMMITTEE**

**CHAIR, JACQUES DESROCHERS (TREASURER)**

**Purpose:**

In addition to the General Guidelines for all committees as set forth in the Bylaws, the purpose of the Finance Committee is to:

* Provide support to the treasurer and fundraising committees
* Act as an oversight body to ensure that the organization’s finances are managed and disbursed as per the bylaws and relevant policies/procedures

**Responsibilities:**

* Develop and review effective fiscal procedures
* Develop fundraising plans/strategies, in conjunction with the fundraising committee
* Conduct annual audits of the organization’s bank accounts
* Work with the Treasurer and staff to develop annual budget
* Assist in the preparation of annual fiscal reports
* Ensure that appropriate fiscal reports are posted on the organization’s website

**Membership:**

The Finance Committee shall consist of six (6) voting members as follows:

1. Chairperson (Treasurer)
2. Vice Chair (non-Board member appointed by Board Chair, on the recommendation of the Chairperson)
3. Two members of the Board of Directors (appointed by the Board Chair)
4. Two members from the general membership (a recommended by the Chairperson, and appointed by the Board Chair)

**NOTE:** The membership positions on the Finance Committee are based upon specific provisions in the Bylaws.

**Duration/Onboarding:**

The Chairperson shall consult with the Board Chair on matters relating to the on-boarding and replacement of members on the Finance Committee.