



Finance Committee Fact Sheet

Chair

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PPS Treasurer

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Staff Liaison

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What is the Finance Committee?

The Finance Committee monitors and reviews the financial activities of the Section, including its operational budget, investments, grants, peer reviews, and accounting firm audits.

How is the Finance Committee organized?

The Finance Committee is led by the PPS Treasurer and supported by a staff liaison. The volunteer is usually appointed for a three-year term and may be re-appointed for no more than a total of two consecutive terms of service. **Volunteers begin their term at the PPS Annual Conference.**

How often does the Finance Committee meet?

The Finance Committee meets two (2) times in-person each year. The Finance Committee may hold 6 or more conference calls a year at the discretion of the Treasurer.

Who pays my expenses?

As approved by the Board, expenses incurred at face-to-face meetings will be reimbursed pursuant to the Section's Financial Policies and Procedures. A reimbursement form with original receipts must be submitted to the office to receive payment.

What are my responsibilities?

The Treasurer in partnership with the PPS Executive Director will provide an orientation. The Treasurer will arrange for a phone conversation to support your orientation process. The Treasurer and Executive Director are available to answer any questions.

Volunteers are expected to attend the PPS Annual Conference.

Other responsibilities include active participation, prompt responses to messages, and the following:

1. Participate in the annual review of the draft fiscal year operational budget (July-June fiscal year).
2. Participate in the review of financial and accounting transactions through the Section's balance sheets, statement of activities, financial dashboards, variance reports, and other tools/resources as identified.
3. Review activities and contracts that have a financial impact on the Section and submit recommendations to the Board of Directors via the Treasurer.
4. Have a working knowledge of the Section's strategic plan and its correlation to financial activities.
5. Participate in investment review and planning for portfolio development and maintenance.
6. Provide reports and recommendations to the Board of Directors on financial activities.

7. Annually review and approve the Section's financial policies and procedures.
8. Attend two (2) committee meetings (historically April for draft budget review and October/November at the PPS Annual Conference & Exposition).
9. Attend conference calls as needed.

What are the qualifications?

- Must be a PPS member in good standing.
- Must be organized and detail-oriented to complete assignments.
- Must maintain a working e-mail address in the PPS database.
- Must be able to respond to queries promptly.
- Must attend PPS Annual Conference & Exhibition.
- Must have familiarity with financial policies and budgeting processes.
- Must be familiar with the successful financial operations of a business.

Treasurer/Chair Position Description:

The key roles of the Chair are facilitation, coordination, communication, and volunteer group leadership – ensuring that the volunteers, including ad hoc volunteers, are actively engaged in the achievement of the scope of work and the Section's strategic plan. This individual, in collaboration with the staff liaison, actively participates in the work of the Finance Committee, provides thoughtful input to the deliberations, and focuses on the best interests of PPS, its membership and partners, rather than on the interests of an individual or limited group and works toward the accomplishment of the volunteer group's goals as described in the strategic plan. This position term is a three-year commitment and is elected by the PPS membership.

What are the Chair's responsibilities?

1. Attend all face-to-face meetings and conference calls.
2. Collaborate with staff liaison to develop meeting agendas.
3. Review all relevant materials prior to meetings in order to facilitate discussion and task completion.
4. Communicate regularly with Committee members to ensure that volunteer obligations are fulfilled.
5. Support diversity and inclusion by assisting in the identification and growth of future section leaders.
6. Accept and complete special assignments as requested.
7. Provide reports to the Board of Directors on the activities of the Committee.