

Job Duties and Responsibilities

Chair of Finance Committee

Overview

The overall role of the Chair is to ensure that Finance Committee members are well prepared for the meetings and that the meetings proceed in an efficient and effective manner. In addition, the Chair ensures the SDAD Board is informed of the Committee activities. The Finance Committee's main responsibility is to manage the financial concerns pertinent to the South Dakota Association of the Deaf (SDAD).

Duties and Responsibilities

- Assure the smooth financial operation of the Association.
- Review and make recommendations to the SDAD Board of Directors on expenditures above \$250.
- Oversees the SDAD Games monies
- Oversees other financial-related activities as directed by the Board of Directors.
- Work in consultation with the SDAD Board to ensure the financial health of the association.
- Review the association's two-year budget and make a recommendation for the Board's approval.
- Appoint 2 members plus the SDAD Treasurer to serve on the Finance Committee and obtain approval from the Board in the fall of the odd-numbered year. SDAD Treasurer may be appointed as the Finance Chair. Then there shall be 3 appointed members.
- Submit a narrative report of the committee activities to the President on a quarterly basis.
- Be present at the Board meetings and the organization's biennial conference upon request.