



Conference for Food Protection Finance Committee Chair

Position Description

The Finance Committee shall report to the Executive Board. The Finance Committee shall provide financial oversight for the Conference. Duties of the Finance Committee shall include budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies. The Finance Committee will include 5-7 members from the Executive Board. The Finance Committee membership should be reflective of the Conference membership and members will serve a term of at least two years.

Subsection 1. The Finance Committee responsibilities include:

- a. Budgeting and Financial Planning
 1. Develop an annual operating budget with staff.
 2. Approve the budget within the finance committee.
 3. Monitor adherence to the budget.
 4. Set long-range financial goals along with funding strategies to achieve them.
 5. Develop multi-year operating budgets that integrate strategic plan objectives and initiatives.
 6. Present all financial goals and proposals to the CFP's Executive Board for approval.
- b. Reporting
 1. Develop useful and readable report formats with staff.
 2. Work with staff to develop a list of desired reports noting the level of detail, frequency, deadlines, and recipients of these reports.
 3. Work with staff to understand the implications of the reports.
 4. Present the financial reports to the full board.
- c. Internal Controls and Accountability Policies

1. Create, approve, and update (as necessary) policies that help ensure the assets of the Conference are protected.
2. Ensure policies and procedures for financial transactions are documented in a manual, and the manual is reviewed annually, and updated as necessary.
3. Ensure approved financial policies and procedures are being followed.

Selection Criteria

- A member in good standing of CFP.
- Commits to serving at least two (2) years as Chair of this Standing Committee, and have the approval and support of employer.