

NHLTA JOB DESCRIPTION

FINANCE COMMITTEE

The Finance Committee exists as a standing committee, pursuant to Article V, Section 1 of the Bylaws. The Treasurer of the Board shall chair the committee, and will recruit other members to serve on the committee. The Committee shall meet as necessary and appropriate. A majority of the Committee members, present and voting, shall constitute a quorum.

The primary purpose of the Committee is to provide fiscal oversight to the NHLTA Board of Directors and approve distribution of scholarship funds.

Committee Charter:

The Finance Committee is charged with managing the day-to-day finances of the Association, drafting financial policies and the annual budget, and managing the Mildred McKay Scholarship Fund. Policies developed by the committee shall be presented to the full Board for approval.

Specific Responsibilities:

1. Review financial policies and make recommendations for board approval.
2. Establish and periodically review financial procedures to implement board policies and to ensure proper management of NHLTA assets.
3. Prepare the annual budget and present same to the Board of Directors for approval prior to the Annual Meeting.
4. Oversee the management of NHLTA's financial assets.
5. Expend reserves only with prior approval of the Board of Directors
6. Arrange for the annual review of all financial records by an independent examiner.
7. Manage Mildred McKay Scholarship fund
 - Process distribution of funds received from the NH Charitable Foundation
 - Establish annual scholarship distribution criteria based on amount of funds received.
 - Review and act upon all scholarship applications received throughout the fiscal year.