

## FINANCE

This standing committee consists of three members. Each member serves a three year term and progresses up the line to serve as Committee Chair in her third and final year.. The advisor shall be a Past Provincial President.

The duties of the Finance Committee shall be to:

1. Become familiar with the bylaws of Manitoba-Northwest Ontario Provincial Chapter pertaining to finance. See Article VI – all sections.
2. Maintain close contact during the year with the Committee Advisor.
3. Send all correspondence to the Provincial President and Committee Advisor for approval prior to distribution. Copy to Advisor.
4. Consult with and advise the Provincial Board as to financial status of the province.
5. Meet three to four times a year as follows:
  - a. Shortly after the Executive Board’s first spring/summer meeting to acquaint members with duties and to review Board’s overall financial plans;
  - b. Late fall to check expenditures against budget and determine if it is necessary to request a bylaw change regarding finances. (NOTE: Proposed amendment to be forwarded to A and R Committee and the Executive Board.);
  - c. In March to recommend the budget for the following year; to finalize budget; and distribute to all Chapters one (1) month prior to Convention.
6. Advise the membership if there appears to be a deficit that will necessitate a dues increase or some other measure of acquiring funds – this is **ALWAYS** to be done in consultation with the Executive Board.
7. Prepare a pre-budget for distribution to all chapters one (1) month prior to Convention.
8. Prepare a report to be given at Provincial Convention and printed in the Proceedings. Email a typed report to the Provincial Secretary by April 1.
9. Prepare a budget for the annual Provincial Convention. The Chairman (preferably) is to present the budget for acceptance at Provincial Convention. Copies of proposed budget to be distributed to all Chapters one month prior to Convention.
10. The presenter of the budget must be prepared to defend or answer questions pertaining to the budget at Convention.
11. When term is completed, pass on current file and all supplies to new chair.

<p>Chairmen of Provincial committees are members of Convention and are entitled to a vote. Provincial Chapter shall pay for Convention meals, excluding banquet, for chairmen of Provincial committees. Provincial Chapter shall pay necessary expenses as authorized by the Executive Board. These receipts shall be submitted to the Provincial Treasurer prior to Convention.</p>
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