

FINANCE COMMITTEE

I. Composition:

- A. The PPTA Treasurer serves as Chairperson of this Committee.
- B. This Committee is composed of the seven elected District Treasurers.

II. Purpose:

- A. This Committee shall advise the Chapter Board of Directors on matters pertaining to the Chapter's financial needs, growth, and stability based on periodic review of income, expenditures, and investment.

III. Duties and responsibilities of the Committee:

- A. Make a report in writing to the Board of Directors and membership of the Chapter upon request.
- B. Submit a proposed annual budget.
- C. Investigate Chapter investments and non-dues revenue.
- D. Annually (by June 30th), and prior to the end of the term of office, review and revise this section of the Policy and Procedure Manual as indicated; sooner if changes are indicated. All changes are subject to the approval of the Board of Directors.
- E. The Committee Chair shall orient the successor to the Chair's file and the duties of the office.
- F. Reimburse their district delegates as per guidelines approved by the BOD

IV. Duties and responsibilities of the Chair:

- A. Coordinate with the Executive Director the schedule of Finance Committee meetings at least annually.
- B. Solicit budget information from all PPTA Officers, Directors, Committee Chairs, and other components.