

## **BUDGET COMMITTEE CHAIR**

### **Job Description**

The Budget Committee Chair is an appointed position and reports to the President. The Chair presides over a committee consisting of the Treasurer and two or more members nominated by the President and elected by the Board. Per the By-laws, the Treasurer is ineligible to serve as chairperson. This is not a sensitive position with respect to the League's nonpartisan policy.\*

### **GENERAL RESPONSIBILITIES**

- Understands and carries out the duties of the Budget Chair.
- Maintains and stores information vital to specific job performance (via hard copy files, electronic documents, and/or emails).
- Trains successor and passes on vital information in a mutually agreed time and manner.
- Ensures that documents essential to LWVA as a whole are archived in the LWVA's Dropbox account at <https://www.dropbox.com/home/LWVA>.

### **SPECIFIC DUTIES**

The Budget Committee prepares an annual budget for the upcoming fiscal year (July 1-June 30) that is submitted to the Board and then to the membership at the Annual Meeting for approval.

Time-specific duties:

- January: Asks committee chairs to recommend a budget for each portfolio.
- February-March: Holds committee meetings. Treasurer brings copies of the budget for the current year and up-to-date expenses and revenue projections based on January 31 membership PMP estimates to prepare budget for next fiscal year.
- Mid-March-April: Presents annual budget to Board for adoption in March to be adopted no later than April.
- Mid-May: Board submits the budget for printing in the Annual Meeting Notice to be voted on by the membership at the Annual Meeting.

\*See LWVA website for Non-Partisan and Diversity policies.

Adopted March 2015; Revised April 2019, Jan. 2021