

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.
Trains successor and hands over current updated job description.
Cleans out files and ensures that important documents are archived.

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 19, 2015
Revised April 19, 2018