

JOB DESCRIPTION

Title Position:

Finance Committee Member

Goal of Position:

To monitor and control the finances of the congregation

Qualifications:

- Member of congregation for at least one year
- Ability to maintain confidentiality
- Ability to understand financial information and explain same to congregants

Benefits:

Develop a thorough understanding on how the congregation functions

• **Sample Activities:**

- Audit and review congregation's financial records (including limited purpose and protected funds) and communicate the same to Board of Trustees
- Develop the annual congregation budget for presentation to Board of Trustees
- Promulgate and recommend congregation's financial policies and communicate the same to Board of Trustees

Time Frame:

- Length of commitment: Two-year term
- Estimated hours: 2 to 4 hrs/month. Meetings that last for two hours at most, plus additional home review time

Report to: Chair of Finance Committee and Board of Trustees