

**AMERICAN LEGION AUXILIARY DEPARTMENT OF WISCONSIN
CHAIRMAN AND COMMITTEE MEMBER'S JOB DESCRIPTION**

PROGRAM: Finance Committee Member

PURPOSE: To provide financial oversight of the expenditures of the department, determine department needs and provide ongoing stability of finances to keep the department solvent.

TERM OF THIS COMMITTEE: Appointed for three years

REPORTS TO: Finance Chairman, Department President

RESPONSIBILITIES:

1. General knowledge of the Department Constitution and Bylaws, Standing Rules and the Redbook as a whole. Specific knowledge of these as they apply to this program.
2. Responsible for reviewing nine annual department budgets and the ALABGS annual budget for the Department Executive Committee's approval.
3. Oversee the investment portfolio.
4. Determine mileage, housing and per diem for officers and committee members on official call.
5. Determine allowed expenses for delegates to the National convention.
6. Decide on equipment needs as presented by the Office Policy Chairman and authorize appropriate purchases.
7. Make decisions on routine financial matters.
8. Determine an investment strategy/policy for the Department.
9. In collaboration with the Office Policy Chairman, provide for annual salary and pension review for staff and recommend adjustments.
10. Provide oversight to officers, chairmen and committees for the financial aspects of their programs.
11. Be prompt in response to Department Headquarters requests. Meet all deadlines.
12. Reports
 - Review annual audit prepared by an outside auditing firm that reflects the results of the year.
 - Review monthly financial report prepared by the Department Executive Secretary.
13. All Committee members must turn over all materials from this program to the incoming Committee member at Department Convention unless other arrangements are made in advance.

ESSENTIAL KNOWLEDGE AND SPECIALIZED SKILLS REQUIREMENTS:

1. Fundamental respect and understanding of the organization, its goals and purpose.
2. Always work for the good of the organization, not just for today but for the future.
3. Working knowledge of business in general, so as to be fair in dealing with staff, particularly as it relates to salary, pensions and benefits.
4. In depth knowledge of accounting methods.
5. Knowledge of investment strategy.
6. Student of parliamentary procedure as defined in "Roberts Rules of Order".

FINANCE AND BUDGET:

1. An itemized bill is required for any and all expenses to be reimbursed by Department. Prior approval by the Department President and the Finance Committee is required for any expense that will exceed the budget.
2. Submit all allowable expenses incurred for this program by May 15th.
3. If a committee member wishes to donate expenses, proper accounting of the costs of this program must be submitted as outlined in number one above to provide a true accounting of the costs of the program.

MEASUREMENTS FOR SUCCESS:

- Sound investment policy, which allows for both stability and growth.
- Annually, income that exceeds expenses.
- Receive a clean report from the outside auditors.