

UUCSC Finance Chair/Committee - Job Description

1. To serve as advisory body to the Treasurer and the Collector in the conduct of their respective offices.
2. To monitor the congregation's financial performance along with the Treasurer and Collector and to forward concerns and results to the Board.
3. To develop, in concert with the Program Committee Chairs and the Treasurer, a series of draft budgets for the congregation to be presented to the full Board and at the Annual Business Meeting of the Congregation. Further, the Finance Chair will work with the Treasurer to amend the budget as required by significant additions or deletions of expected funds at appropriate times during the year.
4. To promote financial health as called for in the implementation of the congregation's long-term plans, including income and expense projections and related functions.
5. To develop and monitor "fundraising" activities as required to meet the fiscal needs and to enhance the stature of the congregation in the community.
6. To recruit and train additional members of the congregation who will carry out major sub-sections of the job, such as chairs and sub-chairs of the fund raising functions.
7. To encourage participation of any members in improving the fiscal health of the congregation by adding functions or ideas to attain additional financial resources.
8. In concert with other Board leadership, organize and coordinate the annual canvass with the goal of becoming a generous congregation.