

Finance Committee Member Role & Responsibilities

Context and Purpose

The Secretary-Treasurer is responsible for planning and controlling all financial activities including budgeting, accounting, reporting, payroll, and purchasing. The Finance Committee members support the Secretary-Treasurer to perform the financial activities for the Society.

The expected time commitment will be approximately 5 hours per month.

Secretary-Treasurer Responsibilities:

- Attend all meetings of the Finance Committee
- The Secretary-Treasurer shall have such other powers and duties as the Bylaws specify
- Attend all scheduled meetings and maintain current knowledge of the organization, its programs, bylaws and articles of incorporation
- Support with preparing and presenting the annual financial and audit report to the board and to members at the Annual Business Meeting
- Act as Chair of the Finance Committee
 - With the assistance of the SCC Staff and the Chair
 - Develop fiscal policies and procedures
 - Develop the fiscal component of SCC's strategic plan
 - Develop the fundraising plan and annual budget
 - Oversee annual audits and reviews audit reports

Interested in applying?

Please fill out the Expression of Interest form [here](#).

Have a question?

Please email Faith Neale, SCC Coordinator at fneale@gyneoncology.ca