**BUDGET AND FINANCE CHAIR**

The Budget and Finance Chair has primary fiscal oversight and provides guidance to the Board regarding financial matters.

**SPECIFIC DUTIES**
- Keep Co-chairs and the regional board apprised of the status of the budget provided by the DAA
- Ensure that funds are spent appropriately according to policies provided by the DAA
- Solicit input for all proposed events that are requesting funding
- Work with Regional Director to ensure re-imbursements are processed and budget is updated
- Track revenue and expenses
- Perform other responsibilities assigned by the DAA as needed

**TIME COMMITMENT**
The Budget and Finance Chair requires between 1 and 5 hours per month depending on region size

**TERM LIMIT AND REQUIREMENTS**
This position is by nomination

**QUALIFICATIONS**
- Experience in creating budgets and have a solid understanding of financial statements
- General knowledge of financial policy and procedures