



Committee Member Overview: Finance

General responsibilities for all Committee Members:

- 1) Reports to the Committee's Chair.
- 2) Works closely with the Chair, Vice Chair(s) and other staff.
- 3) Must make a commitment to actively participate in the committee's work, including majority participation in committee meetings and discussions.
- 4) Should volunteer for and willingly accept assignments and complete them on time.
- 5) Must stay informed about committee matters, prepare for meetings, and actively engage between meetings as assignments require.
- 6) Should get to know other committee members and build a solid working relationship that contributes to the overall success of the Committee.

Responsibilities specific to the Finance Committee:

- 1) Participate in monthly Finance Committee Call
- 2) Interface with other WISE committees on budget development and pacing throughout the year
- 3) Assist at on-site events with such activities as membership enrollment, event payments, fundraising activities
- 4) May be asked to assist with finding lowest cost / best fit vendors