

Topeka Genealogical Society
Policies and Procedures
Reference of Bylaws, Article VII, Section 2,
Article IX, Section 1 and Article X, Section 2a

Financial Committee Chair

Purpose

Perform duties of Finance Committee Chair

Scope

Oversee financial management and viability of the Society

Duties

1. Work closely with the Treasurer, who maintains the official financial records of the Society
2. Review and assess Society finances and make recommendations to the Board
3. Explore and recommend possible revenue generating opportunities
4. Participate in development of an annual budget for the Society
5. Oversee an annual review of Society financial records
6. Oversee compliance with federal and state statutes
7. Review insurance needs and send recommendations to the Board
8. Provide support in Society activities as needed, or as directed by the Board of Directors and attend Board of Directors monthly meetings

This policy was approved by the Board of Directors on August 10, 2017