



## Finance Committee Job Description

<b>Alliance Vision</b>	To advance continuing education in the health professions.
<b>Alliance Mission</b>	To promote best practices in continuing professional development by empowering the community of health education professionals.
<b>Committee Purpose</b>	The purpose of the Finance Committee is to support the mission, vision, purpose, and strategic plan of the Alliance for Continuing Education in the Health Professions (Alliance).
<b>Committee Role</b>	The Finance Committee shall be responsible for assisting the Board in ensuring the fiscal health of the organization.
<b>Committee Responsibilities</b>	<ul style="list-style-type: none"> <li>• Annually reviews and recommends to the Board of Directors an operational budget.</li> <li>• Review and recommend for approval the annual audit.</li> <li>• Annually review financial policies and procedures.</li> </ul>
<b>Scope of Authority and Lines of Accountability/ Decision Tree</b>	<ul style="list-style-type: none"> <li>• The Committee will seek to make decisions through consensus.</li> <li>• The Chair will make a diligent effort to engage all members in decisions.</li> <li>• Decisions/recommendations of the group will be approved by the Board of Directors.</li> </ul>
<b>Committee Leadership</b>	<ul style="list-style-type: none"> <li>• Committee is chaired by the Alliance Treasurer. The Vice Chair is the Treasurer-Elect.</li> <li>• Per the bylaws, the Treasurer shall serve a 2-year term and the Treasurer-Elect shall serve a 1-year term.</li> <li>• The Chair shall lead the committee, facilitate meetings, guide the committee's priorities and initiatives, and serve as the main point of contact.</li> </ul>
<b>Committee Composition</b>	<ul style="list-style-type: none"> <li>• The committee is comprised of the Treasurer, Treasurer-Elect and up to five committee members.</li> <li>• Each Committee member shall serve two-year terms, with a limit of two consecutive full terms.</li> <li>• Terms will be staggered.</li> <li>• Terms commence immediately following the Annual Conference.</li> <li>• The committee chair appoints committee members through the Call for Volunteers process.</li> </ul>
<b>Desired Qualifications of Committee Members</b>	<ul style="list-style-type: none"> <li>• Must be a member in good standing with a desire to advance the mission of the Alliance.</li> <li>• Must have experience understanding and interpreting financial statements.</li> <li>• Demonstrated a strong record of working collaboratively as part of a team.</li> <li>• Demonstrated ability to prioritize workload, meet deadlines, and complete assignments.</li> </ul>
<b>Anticipated Commitment</b>	<ul style="list-style-type: none"> <li>• Approximately 1-4 hours per month from May to October.</li> <li>• All committee members are expected to sign a non-disclosure agreement. This agreement details the guidelines for data collection, confidentiality, and intellectual property ownership.</li> </ul>