



TREASURE/FINANCE CHAIR

Examples of Tasks:

- Research and apply for grant opportunities.
- Facilitate with cash count activities.
- Help with data entry into financial platforms.
- Create audio/visual financial presentations.
- Actively participate with the Event Development Chair in various fund raising activities.
- Review Financial Reports.
- Scholarship awards.

Responsibilities:

- Create and review policies relating to the Charter's cash flow, cash management, and working capital.
- Make recommendations to adjustments to the Charter's capital structure; working capital and cash flow management;
- Review and recommend banking and other similar financial relationship selection and retention or termination for approval by the Board. Employ banks or financial institutions to handle financial transactions other than investments. Review and recommend any changes in signature and wire transfer authority resolutions concerning financial and investment matters for approval by the Board.
- Review and recommend annual operating budgets including any necessary augmentations during the year.
- Research and apply for grants. Review and recommend annual grants budget.
- Consider other finance and administrative issues delegated by the Board and not specifically handled by the Audit Committee.
- Review the Charter's Annual Tax Return.
- Review retrospectively on an ongoing basis expense reports and credit card activity for officers and other staff.
- Report to the Board on Committee activities.
- Review annually the Finance Committee Charter and recommend any changes to the Board.
- Other transactions or financial issues that management desires to have reviewed by the Finance Committee.
- Operationally:
 - Maintain financial records
 - Pay bills
 - Prepare budget for the Board of Trustees' approval
 - Consider special fund raising and special spending requests
 - Arrange for a regular audit of the financial records
- Advice on other finance matters as appropriate, whether delegated by the Board or submitted by the staff.

Qualities:

- Members should have experience gathering and reporting financial data.
- Experience or willingness in grant writing opportunities.
- Have knowledge of financial management requirements.
- Financial Bookkeeper is a member of Slow Food TV
- Commitment to the Charter's objectives of service to Slow Food TV
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Time Commitment:

- Commit to one Finance Council general meeting per month, plus additional hours as needed to complete tasks