

## **SETA FINANCE COMMITTEE CHAIRPERSON**

### **JOB DESCRIPTION**

**Purpose:** To establish a Financial Committee that will be responsible for preparing the proposed budget for the following fiscal year; study/review the needs of the Assembly as a whole as they relate to income and expense; to insure a healthy but practical Area financial status that honors the intent of the Seventh Tradition on self support.

**General Description:** The Finance Committee Chairperson is elected by the Area Assembly to serve a two-year term that runs concurrent with the Area Officers, and is a voting member of the Area Assembly and member of the Area Committee.

#### **Position Duties/Responsibilities:**

- The Committee, its chairman and members will be responsible to the Area Assembly.
- The Finance Chairman will make reports and recommendations to the assembly for their approval, on any financial matter the committee was given to review.
- All recommendations will be made only after substantial unanimity is reached among the members of the Finance Committee.
- The Finance Chairman is to keep ongoing records of the Area's Finances for purposes of having access to historical information and calculations to be kept updated annually.
- The Finance Chairman should keep an ongoing record of the specific policies/procedures adopted by the Assembly as they relate to Finance to make sure they are passed on to the next and following Finance Committees of the future.
- The Finance Chairman should maintain calculations or copies of the calculations of the prudent reserve records. These records should be maintained in a matter that can easily be passed on to successive Committee Chairs, both in hard copies and on computer. If the Finance Chairperson does not work with computers someone on the committee can assist with this chore.
- The Finance Chairman should assist the Treasurer on any matters where assistance is sought.
- The Finance Chairman will receive duplicate monthly SETA bank statements, as a security measure. Each page should be scrutinized and compared to the Treasurer's Reports.
- The Finance Chairman will provide information to the SETA Website chairperson as is appropriate to the office.
- By the April quarterly assembly, ensure that the Finance Committee review the prior year's year-end financial statements for the Area and determine if unrestricted funds are available to fully fund the delegate for the prior year. If funds are determined to be available, instruct Treasurer to remit payment of balance to GSO.

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### **JOB DESCRIPTION CONTINUED**

- Prepare a budget and attend the Annual Budget Meeting.
- Job Descriptions will be reviewed or revised by April of every even numbered year to reflect any necessary changes or additions to the position. In addition, file review or revision will be noted in footer of job description with year of review or revision.
- The reviewed or revised job description will be sent to the Area Secretary for purpose of records and to the Information Technology Chairperson for purpose of posting to the web.

#### **Budget:**

- The Finance Chairman and the Area Treasurer will work together to prepare a package to send out to all members of the Budget Committee before its early spring/late winter meeting.
- The Finance Chairman and the Area Treasurer will work together in preparing the final proposed budget for the assembly.
- The budget committee comprised of the Finance Chairman and Area Treasurer along with all SETA trusted officers requesting funds from SETA will meet in late February or early March to formulate the proposed budget for the following year.
- The proposed budget is presented at the April Assembly and voted on in July.

#### **Structure:**

- The policy and Procedures Manual provides that the Finance Committee will have a voting chairman plus other members, including the Area Treasurer, and non- voting, at-large, members equally representing the geographic segments of the Southeast Texas Area. This would mean representatives from District 90, District 33, District 81-82 and Greater Houston Metropolitan Area.
- The Chairman will select the four "at-large" members.
- The Finance Committee meets quarterly on Assembly weekends plus other meetings as needed to address concerns of the Area.

#### **Rotation:**

- The Finance Committee Chairman will serve a two-year term in sync with other elected area officers, as would the treasurer.
- The Finance Chairman should encourage some finance committee members to stay on a year into a new term to give continuity to the Committee.

## **SETA FINANCE COMMITTEE CHAIRPERSON**

### **JOB DESCRIPTION**

#### ***Responsibilities for using SETA computer equipment***

*Where computer equipment is provided for a SETA service position, that User's Job Description should outline the responsibility for computer use and maintenance.*

- 1. All Information Technology equipment should always be stored in a manner that does not expose same to extreme ambient or damaging conditions.*
- 2. The assigned user should store and use the equipment during his/her term. If there is a vacancy in the position the alternate takes possession until the position is filled. Unused equipment should be referred back to the Area Committee for disposition.*
- 3. In order to preserve and secure SETA's data, the assigned user should use SETA equipment for Area business when supplied. Use of personal equipment is discouraged.*
- 4. All data relating to Area business should be stored on the SETA-provided equipment.*
- 5. Transfer of SETA equipment to the new user should take place as soon as practicable after elections and completion of assigned tasks.*
- 6. Data from all SETA equipment should be backed up on to currently available backup media supplied by SETA, such as another computer, flash drive or optical disk. Backed up data should also be kept at an alternate site. Backup media should be passed to the successor at the end of the term.*