

## **C211 COMMITTEE ON BUDGET AND FINANCE**

- A. Status: Standing committee
- B. Composition: The committee shall be composed of three members of the Board of Directors and an Executive Committee representative (ex-officio, nonvoting). The President-Elect will serve as the Executive Committee representative on the committee. The Editor-in-Chief, Chief Executive Officer and Chief Financial Officer serve as ex-officio, nonvoting members on the committee.

If there is no interest from anyone on the Board to assume the role of Chair, then a call for applicants will be placed in *CSA News*. Following the call for applicants, the chair is appointed by the CSSA President upon confirmation of the Board of Directors. If the Chair is appointed via the application process, he/she will serve as an ex-officio, nonvoting member of the Board of Directors.

- C. Tenure: Each member's term will coincide with their term on the Board of Directors, including the Chair, if he/she is appointed from within the Board. The President-Elect serves a 1-year term to coincide with his/her term as President-Elect. If the Chair is appointed via the application process, the appointment will be for 3 years. Reappointment for one additional 3-year term is possible upon recommendation by the CSSA President and approval of the Board of Directors. The new term begins on January 1 following appointment to coincide with the Society's fiscal year.
- D. Functions:  
The committee shall meet as needed or hold telephone conference calls or electronic meetings to conduct the business of the committee.

The Chair:

1. Coordinates the duties/responsibilities delegated to the committee.
  2. Advises the Board of Directors on appropriate policies and procedures associated with the generation of revenue and the expenditure and management of CSSA funds for executing and implementing Society programs and the strategic plan.
  3. Reviews quarterly financial reports from headquarters staff. Compares expenditures with projected revenues and reports findings to the CSSA Board of Directors.
  4. In collaboration with headquarters staff and the full committee, prepares and recommends an operating budget to the CSSA Board of Directors for the following year.
  5. In collaboration with headquarters staff and the full committee, prepares and submits an annual financial report to the CSSA Board of Directors describing the current and anticipated financial condition of CSSA.
  6. Serves as an ex-officio, nonvoting member of the Board of Directors.
- F. President's Responsibilities to the Committee:
1. Following a call for nominations, appoints the Chair of the Budget and Finance Committee after confirmation by the Board of Directors. Also appoints members of the Board of Directors to serve on the Committee.
  2. Transmits specific charges and other appropriate information to the committee for its consideration, and shall designate the nature of reports desired and approximate dates for completion.