



## ***JOB DESCRIPTION BUDGET COMMITTEE***

The duties outlined below for the Budget Committee of an I.I. NCAR chapter are purposely comprehensive, and they can easily be adapted based on the needs of any chapter. [I.I. Chapter Bylaws Format](#) outlines essential duties for all elected chapter positions according to I.I. In addition, be sure to check your chapter's bylaws and standing rules.

### **OVERALL DUTIES**

1. The chair creates a committee of other chapter members. (This provides an opportunity for recruiting future treasurer candidates.)
2. Conducts an annual or bi-annual audit of all chapter financial documents and practices.
3. Becomes familiar with all Chapter Finance resources on [ikebanancar.org](http://ikebanancar.org), [Ike-Wiki](#) page (Chapter Finances, Treasurer Forms, Budget and Reporting, Financial Review Process & Reporting (Audit).
4. Reviews on a monthly or quarterly basis all financial receipts, payments, and bank statements. Reports findings to Board.
5. The committee works with the treasurer (assistant treasurer if there is one) to develop a budget for the chapter.
6. Assesses options for the most economical way to pay dues to I.I. H.Q. (Wise.com, direct wire transfer from chapter bank, credit/debit card, or PayPal).
7. Examines other payment options for members to streamline the collection of dues. e.g., establishing free online payment accounts such as Zelle or Venmo accounts (PayPal not recommended due to fees charged to chapter).
8. Works with treasurer/assistant treasurer to examine potential savings in all expense categories, especially recurring charges.
9. Provides a printed or digital copy of all documents/records (including all bank statements) to the new Budget Committee chair and the Historian or online depository.