

Northern Delaware Intergroup of Alcoholics Anonymous

Finance COMMITTEE

The Chair of the Unity Committee Responsibilities: The Chair of this committee is responsible:

- To create a committee to create, work, and adjust a budget for Northern Delaware Intergroup (NDIAA)
- Presents reports to the monthly Steering Committee and Intergroup Meeting
- The Finance Committee is expected to act with a spirit of cooperation to collaborate effectively with the Treasurer and Steering Committee

The Chair will maintain regular contact with Committee members to determine progress toward goals.

The committee purpose:

- Prepares the budget, keeping the Prudent Reserve policy as the first criteria for determining whether the budget is acceptable.
- Reviews financial statements prepared by the Treasurer quarterly, and the Finance Chair reports the results of the review to the Steering Committee and Intergroup
- Drafts financial guidelines/policies for consideration by the Steering Committee and Intergroup
- Performs annual review of the financial records and submits a final report to the Steering at its first meeting in the new year
- Makes sure everything is within the Financial Management Guidelines as outlined

The Chair of this Committee may select a Co-Chair. The Co-chair would carry out the duties of the Chair in his/her absence or other duties requested by the Chair.

Committee members should be familiar with NDIAA and its various functions.

Expenses Chairperson will follow budget requests as outlined in the financial management guidelines. (No other committee expenses travel. Distance needs to be considered if expensing any travel costs)

Reports - The Finance Chair or designated representative of committee shall attend both the monthly Steering Committee and monthly Intergroup meetings where they can report activities and/or progress.

The Finance Committee meetings will be determined by the Chair and/ or Co-chair