



Associated Landscape Contractors of Colorado
Professionals Grounded In Excellence

ALCC Finance Committee Job Description

This is a standing committee of the board; it helps set policy and direction for the organization. The committee works with policies on financial planning and management, and provides financial advise and assistance to the Executive.

Meeting frequency:

4-5 times per year

Committee Charges:

1. Develop new or revised financial policies for Board discussion and adoption
 - Financial policies to be reviewed at least annually and revised as needed
2. Monitor and evaluate effectiveness of financial policies and procedures
3. Assist the President and Executive Director with detailed financial management policies
 - Participate in quarterly financial reviews and rejections
4. Assist the President and Executive Director with budget development and policies
5. Helps communicate financial policy issues to and from local members
6. Define and update committee job description
7. Help establish succession and ‘institutional memory’ within the committee

General Job Description for Chair and Committee Members

- Understands and embraces ALCC’s values, desired outcomes, and all other policies
- Contributes to the development, monitoring and constant improvement of ALCC's mission
- Supports the overall, long-term health and well-being of ALCC

Role of the Chair:

- Provide facilitative leadership and manages the committee
- Understand and attend to the needs of the committee
- Desire the responsibility of a Chair and is able to make the appropriate commitment (serves a one year term; The Treasurer is the chair of the Finance Committee)
- Invite (with assistance from the President and Vice President) appropriate number of ALCC leaders with defined skills and interest to serve on the committee.
- Chair 4-5 meetings per year; assist President in prioritizing projects
- Establishes task forces, ad-hocs and subcommittees as necessary
- Bring any appropriate items to the state board president (including changes to the desired outcomes)
- Help define and disseminate committee job descriptions
- Help establish succession and ‘institutional memory’ within the committee

Role of Committee Members:

- Support the chair and board in the above activities
- Participate in meetings (live, teleconference, input prior to meeting)
- Participate in task forces, ad hocs and subcommittees when necessary