

POSITION DESCRIPTION: FINANCE COMMITTEE VOLUNTEER

OVERVIEW

Members of the United Way Finance Committee take a hands-on role in making financial policy recommendations to the Board and providing oversight of United Way financial operations. Members have an understanding of financial systems, financial statements, and related reports. They represent a broad spectrum of community values and perspectives in policy discussions. The Finance Committee is Chaired by the Treasurer, who holds a seat on the Executive Committee. The President & CEO serves as a non-voting ex-officio member of this committee.

BACKGROUND & EXPECTATIONS

The Committee oversees the financial operations of UWCK and makes recommendations on an annual operating budget. The Committee recommends to the Governing Board an independent Certified Public Accountant for bookkeeping services and Auditor of the organization's financial statements. The Committee establishes the scope of work to be performed by the Auditor, receives and reviews the Audit findings, reviews the organization's IRS Form 990 prior to filing, and ensures the effectiveness of the organization's internal financial control policies are tested regularly. The Committee presents the IRS Form 990 and audited financial statements to the Board of Directors and reviews Accounts Receivable on a monthly basis. The Committee monitors pledge collections throughout the year and makes recommendations on action needed to solidify financial position.

RESPONSIBILITIES

- ❑ Attend an orientation to UWCK and the Finance Committee and disclose potential conflicts of interest during orientation process.
- ❑ Review monthly Accounts Receivable report and all financial documents provided at 6-8 meetings per year.
- ❑ Develop financial policies and establish procedures to support strong financial operations.
- ❑ Review Executive performance and compensation in comparison to similar United Ways.
- ❑ Assist in recruitment of Committee members to ensure UWCK remains a volunteer-led organization.

LOCATION & MEETING TIMES

All regular meetings will be held at the UWCK office or at a location determined by the Committee Chair (604 North Main, Elizabethtown, KY 42701).

Committee Meetings are held approximately 6-8 times per year with a meeting schedule determined annually by members, with meetings typically lasting 1.5 hours. Individual time commitments vary depending on the volunteer's desired level of engagement in the committee's activities.