

PROPOSED FINANCE COMMITTEE POLICY  
FOR THE CLAREMONT SENIOR CENTER

Finance Committee

- a. The Finance committee will consist of the Treasurer and two voting non-Board of Directors Senior Center members who shall be elected at the Annual Meeting to hold the position for two years, with terms concluding in alternate years to maintain continuity.
- b. A committee member may serve two consecutive terms but then rotate off for at least one year before eligible to serve again.
- c. The senior of the two members in his/her term will serve as committee chairman and direct finance reviews and reporting.
- d. The finance committee shall meet with the Executive Director and Treasurer at an agreed upon time between the closing of the books for the fiscal year and the Annual Meeting. It may review the accounts of the center, inspect statements, bills, receipts and vouchers of disbursements, verify bank balances, the status of securities, and generally inquire into the financial administration of the center and to include the status of the budget.
- e. A written finance report of the review shall be presented to the Annual Meeting by the finance committee.
- f. The finance committee may meet at the request of the Board of Directors, the Executive Director, the Treasurer, and/or committee chair or by a vote at a monthly membership meeting at any time during the fiscal year to discuss and act on matters of interest and/or concern to the named parties.
- g. The finance committee will, in conjunction with the Executive Director and the Board of Directors and interested members, develop an annual budget for the operation of the Senior Center.
- h. The Nominating Committee will submit a list of candidates to the membership to be elected to the Finance Committee.