

| Job Description of Northern Yearly Meeting | |
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| <i>Committee</i> | Finance |
| <i>Position(s)</i> | |
| <i>Date Approved by NYM</i> | 5/29/2021 |
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| <i>File Name</i> | <i>NYM_Finance_Committee_2021</i> |

Gifts

- financial acuity
- wisdom about social issues
- familiarity with Northern Yearly Meeting (NYM) concerns
- ability to decide priorities and make difficult choices
- clear and effective communication skills

Responsibilities and Activities

1. Prepares annual budget
2. Reviews actual income and expenses to present at NYM Meeting for Business
1. Oversees the work of the Treasurer(s)
 - Oversees training of the new treasurer(s)
 - Receives and reviews periodic reports from the treasurer
 - Engages bookkeeper or accountant to assist treasurer (s)
 - Updates Treasurers' Handbook with the Treasurers as needed

2.

Membership and Appointment

1. Consists of NYM Treasurer, Assistant Treasurer, plus 4 other members
2. Nominated by NYM Nominating Committee and approved NYM Meeting for Business to serve for staggered 3-year terms
3. Clerk is nominated by NYM Nominating Committee and approved by NYM Meeting for Business.

Records Maintained

1. Proposed and approved budgets
2. Requests for funds and responses to those requests
3. Proposed and approved Northern Yearly Meeting financial policies and procedures

Reports and Correspondence

1. Presents annual budget recommendations to the NYM Meeting for Business
2. Sends report of approved budget and census information to Monthly Meetings and Worship Groups along with recommended contribution to Northern Yearly Meeting.

Meetings

Meets a minimum of twice per year