

Budget & Finance Chairperson – Job Description – updated 4/21/2016

- **Chairs meetings of the Budget & Finance Committee**
- **Ensures that the B & F Committee is complying with the most up-to-date B&F Guidelines**
- **Receives budget requests from Committee Chairs and Officers**
- **With the B & F Committee, determines a draft budget to be presented for approval of the entire Assembly**
- **Communicates/discusses with officers and committee chairs regarding one time and annual budget requests**
- **Attends Area Assembly and presents reports as required.**