

FINANCE COMMITTEE MEMBER RESPONSIBILITIES

PURPOSE:

Oversee financial operations of the Advent House. Ensure prudent budgeting, investing and spending. Advise and assist staff with maintaining the financial stability of the house.

DUTIES:

Attend meetings approximately four times a year

Assist with budget preparations

Advise regarding investments and options available; research as needed

Review annual insurance renewal proposals and advise as necessary

Assist with and attend fundraisers; suggest names for inviting; businesses to solicit for support

Assist with Annual Appeal; ideas and theme suggestions; potential donors

Research possibilities and assist with grant procurements

Research and assist with exploring and implementing new fundraising ideas and opportunities

QUALIFICATIONS:

Commitment to the Advent House philosophy and mission

Familiarity with not for profit organizations philosophies and values

Availability for meetings and fundraisers

Business and/or accounting background

Sense of humor!!!!

