

RULES OF PROCEDURE
Finance Committee

I. Corpus

This Committee shall consist of three (3) members. The Treasurer is the chair of the Finance Committee, which includes two other people, one of which must be a board member.

II. Function

This Committee shall ensure the Board understands the MSA's financial position.

III. Duties and Responsibilities

It shall be the duty of the committee to have general supervision of all expenditures, and to perform an annual audit of the MSA's books:

- 1) The Finance Committee is responsible for developing and reviewing fiscal procedures; and any fundraising plans with the Board members.
- 2) The fiscal year shall be the calendar year.
- 3) Reports are required to be submitted to the Board showing income, expenditures and pending income. At a minimum reports will be provided to the Board at the Fall and Spring Board meetings.