



FINANCE AND ADMINISTRATION COMMITTEE

JOB DESCRIPTION

The Finance and Administration Committee is commissioned by and reports to the Advisory Board of the Grant County Community Foundation to oversee the foundation's fiscal and administrative responsibilities.

Committee Responsibilities

Fiscal Responsibilities

- Facilitate the preparation of an annual operating budget.
- Ensure that financial reports prepared by the Community Foundation of Southern New Mexico (CFSNM) are accurate and timely. Regularly provide these financial reports to the Advisory Board with explanations and insights into the foundation's financial position.
- Provide the Advisory Board with a presentation and explanation of the annual external audit of the financial position of the CFSNM.
- Prepare all income and expense items for processing by the CFSNM.
- Oversee the development and management of all Special Project Funds. Regularly report to the Advisory Board on the status of these funds.

Administrative Responsibilities

- Record, prepare and distribute Minutes for all regular meeting of the Advisory Board.
- Maintain all Advisory Board record.

Committee Chairman Responsibilities

- Enlist members of the committee, seeking members from the Advisory Board and the community with knowledge of budgets, investments, audits and financial reporting.
- Plan and facilitate meetings and activities of the committee.
- Report to the Advisory Board concerning the committee's plans and progress.