

Chair Membership Board Finance Committee Role Description

The Chair of the Membership Board Finance Committee is appointed by Membership Board and the position ratified by Trustee Board. The Chair can serve for a maximum of two consecutive terms of three years each. In addition to chairing the Finance Committee, he/she is an *ex officio* member of Membership Board, and is responsible to Membership Board.

1. Responsibilities.
 - A. To lead and manage the work of the Membership Board Finance Committee in accordance with the Membership Board Finance Committee terms of reference.
 - B. To manage the annual budgeting process for Member Groups, preparing the Membership Board budget submission to Trustee Board.
 - C. To prepare the annual plan for the Membership Board Finance Committee and gain Membership Board approval for it.
 - D. To report to Membership Board on the Finance Committee's work and progress.
2. Requirements
 - A. The Committee meets face to face every three months, and by teleconference monthly in between the face to face meetings.
 - B. The Chair is required to work closely with the Member Groups Team Members and with the Member Groups Accountant.
 - C. The Chair must be able to communicate clearly with Member Group officers.
 - D. The Chair may on occasion be required to make decisions on behalf of the committee where timing is critical.
 - E. A basic knowledge of accounting processes and BCS governance is required.
 - F. Experience as a Member Group Treasurer would be an advantage.