

SDAD Finance Committee Policy and Procedures

The goal of the committee is to manage the financial concerns pertinent to the South Dakota Association of the Deaf (SDAD). The committee is comprised of four (4) members: the chairperson, the SDAD Treasurer, and two other members (appointed by the chair, subject to approval by the SDAD Board of Directors). The SDAD President is an ex-officio member of this committee.

Note: The SDAD Treasurer may be appointed as the Finance Committee chair, in which case, there shall be three (3) appointed members, subject to approval by the SDAD Board of Directors.

Finance Committee Responsibilities

SDAD Organization Responsibilities:

1. To assure the smooth financial operation of the Association.
2. Review and make recommendations to the SDAD Board of Directors on expenditures above \$250.
3. Oversees the SDAD games monies.
4. Oversees other financial related activities as directed by the Board of Directors.
5. Work in consultation with the SDAD Board to ensure financial health of the organization.
6. Review the organization's two-year budget and make a recommendation for the board's approval.

Snack Bar Responsibilities:

1. Oversees the SDAD Snack Bar operations.
 - a. Audits snack bar revenues and expenditures
 - b. Approves all additional menu items and prices
 - c. Snack Bar coordinator has the authority to increase prices on current snack bar items as deemed necessary.

SDAD Finance Committee Meetings

1. SDAD Finance Committee meetings will be held no later than 14 days after each SDAD regular board meeting. The chair may call special meetings of the committee as necessary.
2. Minutes of the Finance Committee meeting shall be submitted to the SDAD President within two weeks of the committee meeting.

SDAD approved on January 16, 2015