

## KDP Budget Committee Position Description

**Position:** Budget Committee Member

**Purpose:**

**Reports to:** Executive Council

**Commitment**

Length of Commitment: 1 or 2 years

Number of Meetings: 4 meetings held quarterly and at least 1 meeting to discuss the next years Fiscal Year budget via conference call.

Work Required:

Expectations: To participate in all meetings

**Selection Process:** Open application

(Elected, appointed, open application)

**Number of Current Openings:**

**Qualifications/Experiences:**

- Active KDP member

**Responsibilities:**

- Review the Financial Statements, Balance Sheet, and membership activity quarterly
- Review the budget, make recommendations on changes needed to the budget and submit for approval by the Executive Council.
- Make dues and fees recommendations to the Executive Council
- Review and suggest revenue generating activities and cost saving measures to Kappa Delta Pi headquarters staff

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