

Volunteer Position Description: Budget Committee Member



Purpose: The Budget committee is responsible for reviewing, making recommendations for dues and fees, and working with the Director of Finance to submit a budget to the executive council for approval each year. The Budget committee also reviews monthly financial statements and recommends changes to the budget, if needed, throughout the course of the fiscal year.

Reports to: Director of Finance

Length of Commitment: 2 years (July 1, 2018 through June 30, 2020)

Meetings: 10-12 conference calls held monthly as well as at least 1 additional call to discuss the upcoming Fiscal Year budget in detail

Expectations: To participate in conference calls.

Desired Qualifications and Attributes:

- Active KDP member
- Budgetary experience preferred

Key Responsibilities:

- Review Financial Statements, Balance Sheet, and customer activity monthly
- Review the budget, making recommendations on any changes needed 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 KDP staff

Contact the Staff Liaison only if you have specific questions about the position.

Staff Liaison: Patti Bontempo, Director of Finance

Email: patti@kdp.org