

# Rotary District 7610 Finance Chair & Committee

## Job Description

**Purpose:** Safeguard the assets of the district fund by reviewing and studying the amount of the per capita levy and necessary expenses of district administration.

### **Qualifications of Finance Chair:**

- ❖ Preference should be given to those with previous service as club treasurer.
- ❖ Preference should be given to accounting/finance as a component of their vocation or profession.

### **Duties and Responsibilities of Committee:**

- ❖ Prepare a budget of district expenditures in cooperation with the district governor to be submitted to the clubs at least four weeks prior to the district training assembly or PETS and approved at a meeting of incoming club presidents at such meeting.
- ❖ Review and recommend the amount of per capita levy to be approved in accordance with RI Bylaws section 15.060.2.
- ❖ Assure that proper records of income and expenditures are kept.
- ❖ Prepare a yearly financial report on the status of the district's finances to be presented at the district training assembly.
- ❖ A member of the committee, preferably the treasurer, shall, together with the district governor, be a signatory on the bank account(s) of the district fund. Both signatures will be necessary for any withdrawal. The bank account shall be held in the name of the district.