

## FINANCE COMMITTEE

**Purpose:** This Committee oversees the finances of the PNS. They advise the Board with respect to the annual budget, the handling of reserve funds, investments and depositories and other financial matters for the Society.

### Responsibilities:

- Oversee financial planning
  - During the strategic planning process, participate in the analysis of the external and internal environment that determines the future course for the organization.
  - During the budgeting process, work closely with Executive Office to ensure that key elements of the strategic plan are addressed and that previously made decisions are properly interpreted in the budget's numbers. Review and approve the budget before it goes to the full board for approval.
- Ensure Society assets are protected
  - This includes overseeing investments of the reserves or endowment and ensuring that a system of internal control is in place.
- Review organizational fiscal policies, on an as needed basis.
- Oversee financial record keeping and address any financial problems

### Term of Service:

**Chair:** The Committee is chaired by the Treasurer/Secretary of the Society. The Committee Chair serves a four-year term, renewable once. The Committee Chair is eligible to serve for a maximum of two consecutive terms. The Chair is eligible to become a committee member at large, after their term concludes.

**Members:** Member appointments are for two-years, renewable for a maximum of three two-year terms.

### Frequency of Meetings:

As deemed necessary. The bulk of this Committee's work is done by email. The frequency of Committee meetings is at the Committee Chair and Executive Office's discretion.

### Expectations:

Members are expected to review materials and contribute via email.

### Selection Process:

The Committee is chaired by the Treasurer/Secretary of the Society, who is nominated by the PNS Board and elected by the PNS membership. **The Committee Chair in consultation with the president may appoint a Past Chair to serve in a committee advisor capacity.** New members are selected and appointed by the President. All Committee members are required to be members of the society in good-standing.



# The Peripheral Nerve Society

## **Composition:**

The Committee typically consists of the (4) officers of the Society, plus a minimum of (2) regular members. The final composition of the committee is at the Chair and PNS President's discretion.

## **Board Reports:**

All standing committees are required to report to the PNS Board of Directors at a minimum of once annually.