

Treasurer (Board)

Marija Zivanovic

Chair/Finance Committee

Oversees WCEE books, oversees WCEE Executive Director's management of bills and transactions, coordinates development of and adherence to annual budget, oversees tax filings, coordinates monthly financial report to the Board.

Budget Subcommittee

Distributes budget guidelines/parameters to other Committee chairs. Follows up with Committees to collect budget plans. Is first point of contact for committees seeking changes to approved budget.

Vice Chair

Coordinates preparation and maintenance of audit-related materials for taxes. Represents treasurer at Board meetings if Treasurer cannot attend.

Investments Subcommittee

Researches and recommends alternatives for investment of WCEE reserves

Financial Audit Subcommittee

Coordinates preparation and maintenance of audit-related materials for taxes.

Finance Committee

Executive Director

Clare Piercy

Oversees bookkeeper, handles WCEE's day to day bills. Reports on progress of receipts and expenses against budget.

General Committee Duties / Responsibilities / Reporting:

- The Finance Committee is responsible for the maintenance of WCEE's books, records and budget. The Finance Committee makes recommendations for stewardship of WCEE's funds.
- This committee will meet [*frequency, in person or by conference call*]
- As required, each committee member may recruit members to populate a subcommittee to meet the duties of that member.
- Each committee member will report to the Board member its activities, and the Board member will consolidate this into a single monthly report to the Board of Directors