

Budget Chairman Job Description

Two times a year (January and July) the National Secretary will provide all the necessary reports needed to record figures for all line items listed on the budget regarding the income and expenses. This becomes a guideline throughout the year depending on what item is being discussed.

In August at National Convention, the budget committee meets along with the National Secretary, Comptroller and National President. At that time, each line item is evaluated (ex. did we propose the needed amount). All the actual numbers are entered into the “actual” column. Looking at actual figures versus proposed figures determines if we were accurate with our numbers or if in fact specific line items need adjustments.

The second day of National Convention, the budget is presented to the membership. The members then have a chance to oversee all aspects of the budget. On Thursday of this week, we then again approach the budget asking for any questions, issues or concerns.

In February at the Mid-Winter Staff Conference, the Budget chair receives the accounting reports and again enters “actual” figures to date. This procedure is only done as a compilation to see where we stand and see if we are on target within our proposal amount. The reasoning for this report is to allow us to see where we are half way through the fiscal year.