



## Finance Committee

### Committee Member Position Description

**Purpose:** The Finance Committee ensures ASSP's ability to serve safety professionals and advance the safety profession by evaluating the Society's financial position and making appropriate recommendations to the Board of Directors.

#### Key Responsibilities

- Review periodic financial reports
- Oversee development of operating budget
- Evaluate proposals and initiatives as requested by the Board of Directors
- Review annual audit report from independent auditor
- Review Society insurance coverage for appropriateness and cost-effectiveness

#### Support

- Orientation with vice president, finance and staff liaison

#### Benefits

- Build transferrable budgeting and strategic planning skills, particularly in relation to not-for-profit accounting and tax issues
- Contribute to strengthening ASSP's financial position and strategic initiatives
- Influence how ASSP addresses issues related to its continued sustainability

#### Time Commitment

- Term of office: 3 years; July 1 to June 30
- Average hours per month: 4 to 6 hours per month (typically 1 to 2 face-to-face meetings and 5 to 6 teleconferences per year)

#### Qualifications

- Member of ASSP in good standing
- Experience with budgeting or financial reports helpful
- Broad understanding of ASSP strategies and activities and issues the Society faces
- Able to provide broad financial oversight for a complex organization and to act in the overall best interests of the Society

#### Contact:

Staff Liaison: Bruce Sufranski

Title: Director of Talent, Finance, and Administration

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The Finance Committee is a standing committee of ASSP. The vice president of finance is elected by ASSP members. Committee members are nominated by the vice president of finance and the vice presidents of each ASSP council, then are appointed by the president-elect for approval by the Board of Directors each June.

