

**Connecticut Area Literature Distribution Center**  
**Finance Committee Members - Duties and Responsibilities**

Created 7/29/17

Approved by CT Al-Anon Family Groups Services, Inc. Board of Directors 1/31/18

***Duties***

- *Attends quarterly LDC Finance Committee meetings.*
- *Provides input regarding quarterly LDC financial reports to the Board of Directors.*
- *Provides input regarding preparation of LDC budget proposals.*
- *Provides input ensuring accurate LDC financial records and realistic projections are maintained.*
- *Reviews resumes of members interested in serving on the LDC Finance Committee as provided by the LDC Treasurer*
- *Provides feedback regarding the qualifications of potential LDC Finance Committee members*
- *Reports to the LDC Treasurer*

***Qualifications***

- *Ability to understand and provide input regarding financial reports and projections*
- *Al-Anon/Alateen service experience.*
- *Working understanding of Al-Anon/Alateen's Twelve Traditions and Concepts.*
- *Computer experience – Internet, Email et cetera*
- *Experience with business world financial principles*

***Term***

- *The LDC Treasurer appoints Finance Committee members after receiving a vote of confidence from the current Finance Committee and informs the Board of Directors of new members*
- *The term of Finance Committee members are reconfirmed annually up to a maximum of 6 years*
- *Should a Finance Committee member resign a written letter of resignation will be sent to the LDC Treasurer*
- *The LDC Treasurer will notify the BOD of any changes to the Finance Committee membership*