

FINANCE COMMITTEE

GENERAL RESPONSIBILITIES

1.	Review all financial policies and recommend any changes to the Board of Directors.
2.	Review purchasing policies and recommend policy on purchasing to the Board of Directors.
3.	Review the Union's technology in conjunction with ITC and recommend ways to ensure PEI UPSE is at the forefront of technology.
4.	Arrange periodic review of the Union's financial position and report this to the Executive Officers and the Board of Directors.
5.	Review the budgetary control of Union funds and make recommendations to the Board of Directors.
6.	Prepare the Union budget each fiscal year, including membership fees and dues, and make recommendations to the Board of Directors.
7.	Review all proposed committee budgets. In conjunction with committee chairs meet and/or discuss with committee chairs budgetary changes, prior to submission to the Board of Directors for approval.
8.	Recommend appointment of auditor for approval of the Board of Directors. Arrange for annual audit and report on the Union's financial position. As soon as possible following July 31st of each year, submit to the Executive Officers, Directors and Voting Delegates, audited financial statements and the auditor's report for review at the annual convention.
9.	Plan and work within committee budget requirements.
10.	Initiate and review a call for tenders for snow removal, landscaping, grass cutting and other property maintenance when necessary. Based on these reviews make recommendations to the Board of Directors.
11.	Immediately following the annual convention, ensure each committee is informed of its detailed final, approved version of its budget.
12.	As required, undertake and report on projects assigned.
13.	Prepare a written report on committee activity for Board of Director meetings.
14.	Submit committee minutes to the PEI UPSE office within seven (7) days following each meeting.