



## THE COLLEGE ON PROBLEMS OF DRUG DEPENDENCE, INC.

### Finance Committee Standard Operating Procedures

**Mission:** The function of the “Finance Committee” is to advise the Treasurer and the CPDD Board of Directors regarding issues related to budget and finance. The Committee’s main concerns are to protect the organization’s 501c3 status and to provide fiduciary counsel to the Treasurer.

**Committee Members and Duties:** The members and the duties for this Committee are specifically outlined in the Bylaws:

- Budget and Finance. One member of the committee shall be the Treasurer, who shall serve as committee Chair; the President shall be an ex officio, voting member and the Project Manager shall be an ex officio, non-voting member. The President-Elect shall appoint additional members to the committee to maintain the committee at not less than three (3) members. The duties of the committee shall be as follows: to propose an annual budget for the corporation for approval at a meeting of the Board of Directors; to conduct an annual review of the books and accounts of the corporation with periodic audits as indicated in Article IV, Section 11; to prepare a financial report reviewing expenditures of the corporation for presentation and approval at the meeting of the Board of Directors held in conjunction with the Annual Scientific Meeting; to advise the corporation regarding appropriate methods for producing income for the corporation; to assure that all financial undertakings of the corporation are consistent with its status as a tax-exempt institution.

**Committee Operations:** The Committee shall meet each year at the Annual Scientific Meeting and, in addition, via teleconference calls which shall occur no more frequently than once monthly and shall be recorded; the Treasurer or an appointed meeting participant shall take notes of the proceedings of each meeting and subsequently distribute those notes to the Committee.