

BUDGET COMMITTEE

Section 1. Purpose.

The Budget Committee shall serve in an advisory capacity to the President-Elect, in the preparation of a budget setting forth the estimated income and expenditures of the association for the ensuing fiscal year (May 1 through April 30 - WMCA Bylaws XII.1), which shall be submitted to the membership for consideration and approval at the annual business meeting. [WMCA Bylaws X.1]

Section 2. Membership and Meetings.

2.1 Appointment.

- A. Chair. The WMCA President-Elect shall serve as chair.
- B. Executive Committee Liaison. Not applicable.
- C. Members. The WMCA President, Immediate Past President, Vice President, and Treasurer will serve as Committee members.

2.2 Meetings.

- A. The Committee shall meet no less than one time per WMCA fiscal year, typically in the fourth quarter of the preceding annual year (October through December).
- B. Committee meetings may be conducted via teleconferencing, email, or in person.
- C. Attendance is required for all Committee members, unless excused by the Chair. Every effort shall be made to provide for a meeting date when all members can attend.

Section 3. Duties of Officers.

3.1 Chair. The Chair shall:

- A. Observe and enforce the Committee description and recommend updates to the description as needed.
- B. Be responsible for arranging all committee meetings and preparing all agenda materials.
- C. Prior to the Annual Conference, lead the Budget Committee in preparing a budget for the upcoming year.
- D. Work with the President to include the proposed budget on the January Executive Committee meeting agenda. Present the proposed budget to the Executive Committee at its January meeting.
- E. Present the proposed budget to the general membership for a vote at the Annual Business meeting.

Section 4. Committee Assignments and Responsibilities

4.1 Budget.

- A. Prepare a budget setting forth the estimated income and expenditures of the association for the ensuing fiscal year (May 1 – April 30 per WMCA Bylaws XII.1).

- B. Ensure the proposed budget is in alignment with the following:
 - i. WMCA Bylaws,
 - ii. Financial Policies,
 - a. Review and address Budget Policy items within the WMCA Financial Policies (Section 6):
 - Future Conference Site Deposits
 - Scholarship Safety Net
 - Savings Safety Net
 - NCI Contingency Funds
 - IIMC Foundation (formally MCEF) Donation
 - Outgoing Region IX Director Gift
 - Annual Membership Dues
 - Annual Conference Registration Fees
 - Advanced Academy and Athenian Dialogue Registration Fees.
 - iii. Any applicable agreements (e.g. Northwest Clerks Institute (NCI) Agreement; IIMC Region IX Directors Agreement, etc.).
- C. Review and track historic trends in budget factors.

4.2 Financial Policies

- A. Ensure the proposed budget, and any amendments thereto throughout the year, are in alignment with the Financial Policies.
- B. Regularly review and present proposed amendments to the budget-related Financial Policies to the Executive Committee at the January Meeting.

Typical Annual Timetable:

Month	Duty Description
October - December	Hold Budget Committee Meeting/Prepare Proposed Budget Review Budget-Related Financial Policies
January	Prepare Proposed Budget for EC Meeting Agenda Packet Present Proposed Budget and Financial Policies Amendments at the January Executive Committee Meeting
February	Upon EC Amendment/Approval - Prepare Proposed Budget for Annual Business Meeting Packet
March	Present Proposed Budget at Annual Business Meeting Upon Adoption – provide Adopted Budget to Secretary and Webmaster