**Section D. Committee Responsibilities**

1. The work of each committee is under the direction of the committee chair who shall develop the agenda, orient the committee to its responsibilities, preside at the committee meetings, keep committee members informed of committee progress, and report to the membership.

2. Overall responsibilities of each committee shall be given in the committee description.

1. Proposed committee projects that require funding shall be submitted to the Finance Committee for consideration in the budget following the approval of the Executive Board.
2. Statements of expenses incurred in the performance of committee duties shall be submitted to the president for approval.
3. Official committee meetings may be face-to-face or through electronic communications. The president shall authorize the mode of each meeting.
4. All members being notified, matters requiring immediate committee action may be voted upon by mail (postal or electronic) that provides a valid receipt of each responding committee member’s vote. A majority vote of committee members shall be required for action.
5. The president or her designee shall serve as a member ex officio, with vote, of all committees except Nominations, unless otherwise designated in the committee description.
6. Eta chapter shall be responsible for any chapter duties represented by the international committee descriptions. (CONSTITUTION, Article VIII, Sections B and C).
7. Chapters may fulfill their constitutional responsibilities by establishing committees as needed.
8. Reports of work of Eta chapter committees shall be prepared on forms supplied by Society Headquarters and submitted to the persons designated on the forms.

**Finance**

(a) Shall be responsible for supervision of the financial affairs of the organization,

including the recommendations for expenditures and investment of funds.

(b) Shall prepare the budget for adoption by the Executive Board and the membership.

(c) Shall conduct the annual audit/financial review.

(d) Shall look at non-dues revenues as a source of income.

(e) Shall develop as needed prescribed forms for the submission of bills, vouchers, and

other expenses.