

## **PSEC Budget & Finance Committee Member**

### Position Description

**PSEC Constitution Reference:** Article VIII, Paragraph 4

**Purpose of the PSEC Budget & Finance Committee:** The Committee shall be responsible to the Conference Consistory for all financial affairs of the Conference and shall plan and propose a budget for the following calendar year for Conference administration, program, and service, including budget requests for programs within the Associations. The proposed budget, upon the approval of the Conference Consistory, shall be presented to a regular meeting of the Conference for adoption.

**Committee makeup:** The Committee shall consist of the Moderator, the Conference Minister, a chairperson, the Conference Treasurer, and five to seven members appointed by the Conference Consistory. It may be expanded at the discretion of the Conference Consistory. Committee members serve a two-year term and may be re-appointed for one additional term for a maximum of four years.

**Qualifications:**

- Be a disciple of Jesus and active church member, in good standing (as that is defined by the local church), of a local church in an Association of the Conference.
- Have experience as a delegate or guest at an Association, Conference or General Synod meeting.
- Have an understanding of, and commitment to, the Pennsylvania Southeast Conference and the United Church of Christ and an awareness of the PSEC Constitution and Bylaws.
- Possess some financial background.

**Meeting Frequency and Duration:** The Committee meets every other month usually for a minimum of one hour. Date, time, and location (Zoom, Conference Office, local Church, etc.) are determined by the Committee. Currently (as of 1/1/21), the Committee meets the third Wednesday of every other month at 5:00 p.m. via Zoom. The meetings are scheduled for the week that the Conference consistory meets.