



## **GREENWOOD CHAMBER OF COMMERCE, INC.**

**Working to Bring You a Better Tomorrow Today**

**P.O. Box 423 • 9371 Greenwood Rd. • Greenwood, LA 71033**

**(318) 936-4673 • [www.gcc-la.org](http://www.gcc-la.org)**

### **BUDGET STANDING COMMITTEE**

#### Job Description:

- Consult with the Board of Directors and all Standing Committee chairman and prepare a line-item budget in accord with the By-Laws.
- Budget to be prepared annually and presented to the Board of Directors and the membership for approval.
- Consult with the Board of Directors to ensure that budget adjustments are made in accordance with approved program changes.
- Summarize budget and submit recommendations for the approval or disapproval of funds request.
- Review operating budget to analyze trends affecting budget needs.
- Compile and analyze accounting records and other data to determine the financial resources required to implement a program.