

**DERMATOLOGY NURSES' ASSOCIATION  
POLICY/PROCEDURE**

**FINANCE COMMITTEE**

**PURPOSE AND OBJECTIVES:**

The purpose of the Finance Committee is to oversee the annual budget, and review the status of the Dermatology Nurses' Associations reserve funds and their allocation classes to ensure they are within the parameters of policy.

**REQUIREMENTS AND SELECTION:**

- A. Chair will be the current DNA Treasurer. Committee members must have knowledge of financial issues.
- B. Committee members shall be appointed by the DNA Treasurer with recommendations/approval of the Board of Directors.
- C. Committee members must be current DNA members; DNC/DCNP preferred.
- D. Committee members shall serve a term of three years. The number of committee members necessary to perform the tasks of the Finance Committee will be determined by the DNA Treasurer. The ideal committee size is a minimum of four and a maximum of nine members.
- E. For specific projects, a task force may be created by the Finance Committee and/or the Board of Directors.

**DUTIES AND RESPONSIBILITIES:**

- A. The committee shall advise the Board of Directors on the financial positioning of the Association.
- B. The committee shall work with the Executive Director to develop and recommend an annual budget to the Board of Directors and changes to that budget during the year as needed.
- C. At least once annually, the committee shall make recommendations to the Board of Directors for additions and/or changes to DNA's asset allocation and/or investment policies in conjunction with the Investment Advisor.
- D. DNA's Financial Advisor shall meet with the committee annually to orient and review all financial reports and investment policies for relevancy and accuracy.
- E. Establish Finance Policies and Guidelines to be approved by the Board of Directors.
- F. Meet as needed to review the Association's financial position.
- G. Responsible for additional duties as assigned by the DNA Board of Directors.