

**Bloomington Monthly Meeting
Society of Friends**

Property & Finance Committee Charge

Mission:

- A. To manage the Meeting's property: land, buildings, furnishings, and equipment.
- B. To manage the Meeting's finances: bank accounts and investments.

Term & Dates of Service:

Starts July 1 and ends June 30; may be reappointed annually.

Selection Process:

Nominated by the Nominating Committee and approved by the Monthly Meeting.

Job Duties:

- A. Facilitates the work of the Treasurer and Assistant Treasurer and reviews quarterly reports from the Treasurer for areas of concern.
- B. Has primary responsibility for acquisition or disposal of property and for major changes to land and buildings.
- C. Ensures that revenues are sufficient to fund Meeting activities. The Clerk of the committee is responsible for writing and distributing annual appeal letters to members and attenders to solicit contributions for the Meeting.
- D. Creates an annual General Fund budget for the Monthly Meeting beginning in October with the cooperation of the other committees and officers.
- E. Conducts short term and long term financial planning.
- F. Reports to the Monthly Meeting at least twice a year.
- G. Ensures that Conflict of Interest statements are signed by Directors and Officers, in accordance with Section 9.6 of the Bylaws.
- H. Conducts periodic reviews of Meeting activities and financial arrangements, in accordance with Section 9.7 of the Bylaws.
- I. Coordinates the Annual Meeting of the Board of Directors, and changes to the Bylaws.
- J. Recommends the annual contribution to be paid to OVYM.
- K. Recommends disposition of any General Fund surplus after end-of-the-year accounts are settled.
- L. Submits required annual and other reports to the Indiana Secretary of State and the Indiana Dept. of Revenue.

Membership:

- A. There are at least three members of this committee, who may be members or regular attenders of the Monthly Meeting.
- B. The Treasurer is an ex officio member of this committee.

Coordination with Others:

- A. Works with the Construction Committee, the Maintenance, Buildings, and Grounds Committee and other relevant committees to address concerns about their respective areas of responsibility.
- B. Works with the Maintenance, Buildings, and Grounds Committee to oversee

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the Property Management Reserve Fund.

Revision approved by Monthly Meeting in March 2017. Further revision approved by Monthly Meeting March 13, 2022.