

First Parish Concord
Finance Committee Membership Application
August 1, 2014

At its July 20, 2014 meeting, the Standing Committee approved the charter for a new First Parish Finance Committee. The new Finance Committee is a subcommittee of the Standing Committee and will assist the Treasurer and Standing Committee in their efforts to support the Head of Staff and the Director of Operations. The Finance Committee charter is available in the Reports section of the Standing Committee web page: <http://www.firstparish.org/cms/committees/standing-committee>.

The primary responsibilities of the Finance Committee will be

1. To assist the Standing Committee and Treasurer to identify congregational priorities in support of the budget development process, by organizing and facilitating congregational discussions and compiling priorities for consideration by the Standing Committee, Treasurer, Head of Staff, and Director of Operations;
2. To assist the Head of Staff and Standing Committee to communicate budget alternatives to the congregation, by organizing and facilitating congregational discussions and compiling feedback for consideration by the Standing Committee/Treasurer and the Head of Staff/Director of Operations;
3. To be available to provide ad hoc financial and technical expertise to the Treasurer and the Director of Operations, and to take on special projects requiring financial expertise.

The Finance Committee will consist of the First Parish Treasurer, one additional Standing Committee member and 3 at-large congregation members. All active members of First Parish are welcome to apply.

The Finance Committee will meet monthly, and during work periods, more frequently. Meeting dates and times will be based upon member availability.

The Finance Committee is a hands-on, working committee. Its work will require a strong mix of skills among its members: bookkeeping and/or accounting, finance, auditing, purchasing, meeting facilitation, etc. Experience working with non-profit organizations is preferred.

The Standing Committee is looking for people who work well independently but also enjoy working within a team. Excellent organization, communication and problem solving skills are a must. The ideal candidate will have experience analyzing problems, identifying and evaluating solutions, and making and implementing recommendations. Proficiency with email and word processing software and familiarity with spreadsheet software are important.

If you are interested in being considered for membership on the Finance Committee, please send an email to Tom Wilson, Treasurer, by **Friday, August 22th, 2014**, providing the following information:

1. Name, email address, phone number(s).
2. Why do you want to be a member of the First Parish Finance Committee?
3. Please describe interests, work (paid and/or volunteer) and educational experience, skills and expertise that you would bring to the Finance Committee.

If you would like to provide a resume, please feel free to do so.

If you have any questions, or would like further information, please contact Mark Russell Prior, Standing Committee Chair, at mark.russell.prior@comcast.net or 978-369-4901.