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**Volunteer Committee:** Finance

**Basic Function:** The Finance Committee is responsible for overseeing fiscal & business activities of Habitat for Humanity Metro Maryland (HFHMM) including the Habitat Restore. Recommendations from this committee are submitted to the Executive Committee for approval and to the Board for policy decisions. The Board Treasurer chairs this committee.

**Principle Duties:**

- Provide financial & business advice for overall operations of HFHMM
- Help develop and update financial policies and procedures
- Make recommendations regarding banking and investment operations
- Monitor monthly financial reports, analyze deviations from approved budget and make recommendations as needed
- Discuss the annual operating budget for affiliate
- Discuss mid-year review of budget and make recommendation for revisions and course directions changes as needed
- Help prepare for annual audit & review results

**Members:** Members commit to serve for at least one year. In general, members are invited to serve for as long as they desire beyond one year. If a member is unable to fulfill the one year commitment they are required to notify the Committee Chair as soon as possible

**Meetings:** 1 meeting per month scheduled on the second Tuesday of the month at 7:00 p.m. Occasionally willing to work on finance projects. Members are expected to attend all meeting unless they have previously notified the Committee Chair or Director of Volunteer and Family Services. If a member misses three consecutive meetings without notifying the Committee Chair or staff, the Committee Chair reserves the right to request the member's resignation from the committee.

**Qualifications:**

- Understand and support HFHMM's mission and core values
- Financial or business management experience
- Accounting; audit & business information experience
- Familiarity with business aspect of nonprofit organizations
- Able to maintain confidentiality of all HFHMM's business affairs

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**To apply:** Please submit the following information via e-mail to [Rachael.Rice@HabitatMM.org](mailto:Rachael.Rice@HabitatMM.org)

- resume    cover letter    three references    an email clearly stating your interest and skills

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HFHMM supports the notion that good, stable housing matters for neighborhoods. Better quality of living leads to stronger citizens and families. Habitat for Humanity is about changing lives, one home at a time.