2012-2013

Committee Descriptions, Initiatives and Rosters

Budget and Finance Committee *(Standing Committee)*
Description: This Committee helps to manage the budget of the Society.

Responsibilities

- Review budget prepared by the Executive Director and Secretary-Treasurer, and make recommendations regarding this in a timely manner.
- Consider requests for budget allocations from ASC Committees, Task Forces, Liaisons and Members.
- Review and evaluate membership dues and adjust annually or bi-annually to account for the cost of added programs and regular inflation.
- Review and advise on operating costs to ensure they remain within 15 -18% of total expenses.
- Review adequacy of salary and benefits for the National Office Staff.
- Nominate colleagues for ASC Achievement Awards
- Schedule face to face meeting at ASC annual meeting and conference calls as warranted
- Chair to provide EB with evaluation update of committee initiatives/achievements and committee member participation per schedule from ASC staff.

2012-2013 Initiatives

- **Committee to review 2012 ASC strategic plan and responsibilities and align/prioritize specific initiatives for 2012-2013**
- Develop a reserve strategy to include an overall reserve target (as a percentage of operating expenses), as well as policies and procedures for use and payback of reserve funds.
- Review and report on the findings of the End-Of-Year Audit with consultation from outside accountants as needed.
- Work with foundation board to determine overall budget relationship of foundation and EB.
- Review and meet annual revenue goals for the new Journal as provided by Publisher, adjust accordingly
- Identify and/or create one new product each year (over the next three years) to increase revenues so the ASC is not dependent on investments for operating expenses
- Identify cost efficiencies through collaboration with other organizations while being financially responsible.
- Review current expenses to identify areas of cost inefficiencies and potential areas of savings within our current activities/budgetary expenditures
- Budget and Finance Committee should review the final audit and budget to determine if

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the ASC programs fees and expenses need to be adjusted/modified to achieve a neutral budget

Budget and Finance Committee
Mary Schwartz MD, *Chair, 2013*
Joseph Clarici Jr. SCT(ASCP), *2013*
Carol Filomena MD, *2013*
Mujtaba Husain MD, *2013*
Heath Clay BS MBA CT(ASCP), *2014*
Mohiedean Ghofrani MD, MBA *2014*
Daniel Kurtycz MD, *ex officio*
Beth Jenkins, MD, *ASC Staff Liaison*