



## **Budget Hearing Committee**

### **Action Plan**

#### Purpose

The purpose of the Budget Hearing Committee is to conduct a thorough and periodic review of the Employee Manual and employee benefits. The Committee is responsible for evaluating these documents annually and providing the Board of Trustees with detailed reports and recommendations, ensuring that employee policies and benefits remain current, effective, and aligned with organizational goals.

#### Duties

- To review the proposed budget as presented by the Finance & Investments Committee and recommend approval or propose edits before being presented to the Board of Trustees for approval.

#### Composition

The Budget Hearing Committee shall be composed of:

- Shall consist of the Officers, Trustees and Immediate Past President.
- One member selected by each component. The component member must be either the President, the President-elect, or the Alternate Trustee of the respective component, or an individual selected by the component society who shall serve for a term of three (3) years.
- The CEO and the Business Manager of the Association will be non-voting members of the Committee.

#### Time Commitment

The committee meets once per year in-person, prior to the Board of Trustees meeting in September. The duration of the meeting is approximately 30-45 minutes. This committee is subject to the call of the chairperson or any of its members. This committee is subject to the call of the chairperson or any of its members.

#### Participation Expectations

**Terms:** The component member must be either the President, the President-Elect or the Alternate Trustee of that respective component, or an individual selected by the component society who shall serve for a term of three (3) years. (approved by the Board on 5-11-83).

**Attendance:** Regular attendance at committee meetings is expected, and failure to attend at least 75% of the scheduled meetings annually may result in consideration for dismissal from the committee.



**Engagement:** To actively engage with the organization's stakeholders, the Budget Hearing Committee is dedicated to fostering transparency and accountability in reviewing and enhancing employee policies and benefits. By conducting annual reviews of the Employee Manual and employee benefits, the Committee ensures that these elements are up-to-date and aligned with best practices. The Committee is committed to providing insightful recommendations to the Board of Trustees, thereby supporting a dynamic and supportive work environment. Engaging with employees and other stakeholders through open communication channels will help gather valuable feedback, ensuring that policies and benefits meet the evolving needs of the workforce and contribute to the overall success of the organization.

**Conduct:** The Association is committed to the principle that all individuals should be treated with dignity and respect. The Association strongly disapproves of any action or conduct by members or employees which constitutes harassment of an individual on account of race, sex, sexual orientation, disability, age, religion, national origin or any other characteristic protected by law.

#### Resources

**Chair:** Dr. Janhavi Rane

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