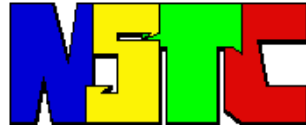




Administration and Finance Committee



Accomplishments

- ◆ Created committee

Meeting Schedule

- 1st Meeting: March 24, 9 a.m.

ALASKA PROCESS
INDUSTRY CAREERS
CONSORTIUM
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Committee Chair Michelle Brunner

Oversees the APICC business plan and related membership recruitment and industry benefactor commitments to assure APICC financial sustainability. The Annual APICC Membership Form and the APICC Benefactor Pledge Card provided will be incorporated into this process. Assists in recruiting members who can provide a presence on the governing bodies of other Alaska process industries, education, government, and labor and trade organizations. Oversees the efficiency and effectiveness of the internal office operation in consultation with the Executive Director and makes recommendations to the Board of Directors.

Prepares annual budgets, long-range financial forecasts. Submits budget to the Board of Directors. Recommends budget adjustments when appropriate. Monitors adherence to all financial policies, procedures and internal controls. Reviews all short and long term investments of APICC for safety, prudence, and rate of return. Recommends appropriate investments to the Board.

Strategic Plan:

◆ **Financial Planning**

- Prepare annual budgets
- Prepare long range financial forecasts and other planning
- Review and monitor all short and long term investments of APICC for safety, prudence, and rate of return.

◆ **Recruitment**

- Make contacts with other process industries, government, and trade organizations