

## Vice President of Finance

### **Position Summary:**

The vice president of finance manages the operational finances of the chapter. He/She coordinates the budget and operational issues with other board members, as well as administrative services. He/She assures that chapter operations are in compliance with ATD's Chapter Affiliation Requirements (CARE).

### **Time Commitment:**

**Term:** One year

### **Estimated Time Requirements per month:**

- Attending board meetings: 2 hours plus travel time
- Conducting internal Audit with committee: 8 hours plus travel time (one-time annually)
- Attending monthly chapter meetings: 3 hours plus travel time
- Performing other duties: 2 to 4 hours
- Record keeping and financial book upkeep: 8 hours

### **Responsibilities:**

- Audits income/expenses and cash-flow on a monthly basis to ensure chapter's sound financial status
- Issues and signs checks on the Chapter's account
- Reports the results of financial audits to the board in a timely manner
- Ensures compliance with CARE
- Ensures chapter is in compliance with state and federal reporting requirements
- Reconciles chapter bank accounts on a regular basis
- Oversees the accuracy of record-keeping and reporting
- Issues payment for invoices in a timely manner
- Maintains chapter tax-exempt non-profit status
- Ensures that the chapter maintains adequate insurance coverage
- Reports all income and expenses to the BOD on a regular basis
- Reports on financial status of chapter each January at membership meeting and at scheduled BOD meetings

- At chapter meetings collects registration money and provides receipts
- Represents the Chapter professionally and ethically in all business functions and organizational activities
- Maintains active membership in ATD National and the Local Chapter
- Attends BOD meetings, Chapter meetings, and Strategic Planning Meetings
- Supports membership and attendance goals as determined by the BOD
- Complies with the Chapter's By-Laws and understands his/her responsibilities under the By-Laws
- Assists other BOD members with tasks as needed including the tasks of vacant BOD
- Trains and mentors the incoming VP of Finance