

## **Leader Position Description: 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:** Two years

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

- Attending board meetings
- Attending monthly chapter meetings
- Communicating with Presidents about routine items
- Record keeping and financial book upkeep
- Conducting internal Audit with committee (annually)

### **Responsibilities:**

#### **Budgeting**

- Creates an annual operating budget and makes it accessible to members

#### **Conducts Audits**

- Audits income/expenses and cash-flow on a monthly basis to ensure chapter's sound financial status
- Reports the results of financial audits to the board in a timely manner

#### **Compliance**

- Ensures compliance with CARE
- Ensures chapter is in compliance with state and federal reporting requirements

#### **Finance/Operations**

- Oversees operations and finance for the chapter
- 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

**Training**

- Recruits and trains incoming vice president of operations and finance
- Recruits and trains volunteers to support audit functions

**Board Participation**

- Reports all income and expenses to the board on a regular basis
- Reports on financial status of chapter each January at membership meeting and each month at board meetings
- Attends and participates in all monthly board meetings and chapter programs
- Participates in other chapter events, committee meetings, and conferences as available
- Represents chapter professionally and ethically in all business functions/organizational activities
- Participates in the ATD International Conference and Exposition and ATD Chapter Leaders Conference (ALC)

**Qualifications:**

- Member of ATD and chapter
- Demonstrated experience in budget design, fiscal responsibility and accounting practices
- Good understanding of operations and finance
- Ability to work with administrative services
- Time available to fully participate in chapter and board meetings, and represent the chapter regionally and nationally