

## V.P. of Finance

Perform all duties of V.P. of Finance as outlined in the by-laws. Responsible for the operational finances of the chapter. Coordinates the budget and operational issues with other Board Members, as well as administrative services. Assures that chapter operations are in compliance with ATD's Chapter Affiliation Requirements (CARE) and presents a monthly update of activities for monthly Board meetings via the Score Card.

### Roles & Responsibilities

- Oversees operations and finances for the chapter
- Efficiently collect and disburse funds including depositing funds and paying chapter bills
- Establish and monitor control procedures for the collection and disbursement of funds
- Maintain accurate records of income and disbursements
- Create a monthly profit and loss statement and present at monthly Board meetings
- **Ensure chapter complies with state and federal reporting requirements ~ CARE**
- Reconcile chapter bank accounts on a regular basis
- Arrange for the acceptance of financial transactions, including credit cards, from chapter members
- Recruit and train future V.P. of Finance
- Represent the chapter professionally and ethically in all business functions and organizational activities
- Attend and participate in monthly board and chapter meetings
- Participate in other chapter events, committee meetings, and regional conferences as available

### Weekly Tasks

- Follow up with other Board Members as needed
- Upload documents and/or receipts to Google Drive as needed

### Monthly Tasks

- Attend and present a financial update at monthly Board Meeting via Score Card
- Audit income/expenses and cash-flow to ensure chapter's sound financial status
- Purchase breakfast, gift card(s) or any other items approved by the Board for monthly chapter meeting
- **Talk about Power Membership at each Board meeting ~ CARE<sup>A</sup>**

### Annual Tasks

- Prepare annual chapter budget with inputs from each Board Member and finalize and present at annual January Board meeting
- Report on financial status of chapter each January at the State of the Chapter membership meeting
- Maintain chapter tax-exempt non-profit status
- Ensure that the chapter maintains adequate insurance coverage ~ March renewal
- Complete paperwork to maintain yearly incorporation status
- **Budget to send Board Members to ALC (ATD Chapter Leader's Conference) ~ CARE**
- **File annual Form 990N with the IRS ~ CARE**
- **Annually arrange for an independent audit of the chapter's financial records ~ CARE**
- **Provide most recent balance sheet and income statement for upload in January ~ CARE**
- **Create an annual operating budget, approved by the Board, and makes it available to its members ~ CARE**
- **Share best practices on joint membership with chapter leaders by presenting on NAC area calls, submitting an SOS, or presenting at ALC ~ CARE<sup>A</sup>**
- **Complete a risk management assessment and operational plan with all Board Members ~ CARE**
- **Maintain joint chapter/ATD membership and participate in ATD leadership development opportunities ~ CARE**