



VICE PRESIDENT FINANCE (TREASURER)



CH 8029

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| Key Role | Responsible for the financial management of the Chapter, including safekeeping of all financial records. |
| Positions Overseen | |
| Responsibilities | <ul style="list-style-type: none"> ▪ Follow Chapter bylaws, policies and procedures. Strive to fulfill the Chapter’s mission, values, and strategic plans. ▪ Ensure an ongoing and healthy succession planning process across the areas covered by the position. ▪ Work with the VP of Finance to examine operations and expenses. Participate in budget development. ▪ Ensure that the strategic issues and plans identified by the Board remain a primary focus throughout the year. ▪ Work with the Administrative Team and Business Manager to oversee the Chapter’s financial health and proper compliance with ASTD National and Chapter guidelines. ▪ Oversee and review the ASTD Office’s handling of Chapter records and finances. ▪ Produce and analyze monthly financial reports. ▪ Report on the Chapter’s financial condition at monthly Board meetings. ▪ Facilitate and manage the Chapter’s annual budgeting process. ▪ Work with individuals and teams to develop budgets for specific events and projects. ▪ Recommend policies and procedures for financial activities. Ensure those procedures are kept up-to-date. ▪ Educate the Board to understand the Chapter’s financial status and its financial reports. ▪ Recruit and manage volunteers to assist with financial activities and audits. ▪ Conduct annual internal and external reviews. ▪ Remain familiar with Chapter accounting software. ▪ Sign checks, and safeguard Chapter’s financial assets. ▪ File financial reports with National ASTD in a timely manner. ▪ Comply with IRS and other government requirements to maintain the Chapter’s 501 (c) (3) tax-exempt status. ▪ Act as backup for the Business Manager for business |

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| | <p>interruption plan, including working knowledge of the Chapter's financial records and financial accounts.</p> <p>Assume other duties, including special projects as needed by the President and Board.</p> |
| Qualifications | <ul style="list-style-type: none"> ▪ Elected by membership vote. ▪ Maintain active Chapter and National ASTD membership as required by Chapter bylaws and National ASTD. ▪ Maintain email account and have Internet access to Chapter web site. |
| Term of Office | One year |
| Time Commitment | 2 to 4 hours per week. This includes: events, meetings, retreats, conferences and the above responsibilities. |