

Vice President of Finance/Chief Financial Officer/Treasurer

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).

Terms

Board members shall be elected to serve terms of one year, but no more than three consecutive terms. Board members may stand for re-election to the same board position, but no more than three consecutive terms. Terms may be extended to address a business need and approved by the Board of Directors.

Estimated Time Requirement

Activity	Hours
Facilitate the Annual CARE audit (either internally or externally)	5-8
Record Keeping and Financial book upkeep and Board Reporting	1-2
Participates as a member of the Executive Committee	4-5
Participates in the Annual Strategic Planning Session	3-4
Author Blog/Newsletter	1-2
Attend 6 Board Meetings (every other month) [2.0 * 6]	1-2
Attend 6 Member Events (every other month) [3.0 * 6]	1-3
~Annual Estimate of Hours	~51

Functional 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
- Representing the chapter professionally and ethically
- Participating in all board and chapter meetings, chapter events, committee meetings, and regional conferences
- Working collaboratively with other board members
- Represents chapter professionally and ethically in all business functions/organizational activities
- Strongly encouraged to participate in the ATD International Conference and Exposition and ATD Chapter Leaders Conference (ALC)

Board Duties (as per Bylaws)

- Establishing and implementing policies and procedures for the operation of the chapter to Ensure National Chapter Operating Requirements (CORE) compliance;
- Approving the strategic plan, the annual plan, and the budget;
- Approving categories of membership;
- Authorizing committees of the Chapter; and
- Performing other functions as appropriate for the Board of Directors

Qualifications/Skills

- Board members are required to maintain membership in ATD (National).
- Board members are required to maintain membership in ATD (NM Chapter).
- Commitment to the chapter mission, vision, strategy, and goals
- Commitment to full participation in board meetings and chapter events
- Commitment to serve as an advocate for NM ATD Chapter
- Demonstrated experience in budget design, fiscal responsibility and accounting practices
- Good understanding of operations and finance
- Ability to work with administrative services

Resources

[Chapter Relations Manager \(CRM\)](#)

[National Advisors for Chapters \(NAC\)](#)

[Chapter Affiliation Requirements \(CARE\)](#)

[Sharing Our Success \(SOS\)](#)

[Chapter Leader Community \(CLC\)](#)

[Leadership Connection Newsletter \(LCN\)](#)

[Toolkits](#)

[Chapter Leader Webcasts](#)