**2017 ATDKC Board**

**Vice President of Finance**

**Position Summary**

The Vice President of Finance manages the budget, income and expenses of the chapter. This position oversees our administrative staff and the accuracy of their record-keeping, reporting, reconciling of bank accounts and paying of invoices. They also regularly report the chapter’s financial status to the board.

**Time Commitment**

**Term:** Two years

**Estimated time requirement per month:**

* Attend board meetings: 2 hours plus travel time
* Attend monthly chapter meetings: 2 hours plus travel time
* Communicate with administrative staff about routine issues: 1 – 2 hours
* Review financials from administrative staff and prepare dashboards for monthly board meetings: 1 – 2 hours

**Once annually:**

* Conduct internal audit with committee: approx. 8 hours plus travel time

**Responsibilities**

* Create an annual operating budget and make it accessible to members
* Review income, expenses and cash-flow on a monthly basis to ensure chapter's sound financial status
* Report all income and expenses at the monthly meeting of the board, including a balance sheet and income statement
* Ensure that the chapter is in compliance with all federal and state reporting requirements
* Maintain our tax-exempt non-profit status
* Oversee the accuracy of record-keeping and reporting by our administrative staff
* Oversee the reconciling of chapter bank accounts on a monthly basis
* Oversee the paying of invoices in a timely manner
* Ensure that the chapter maintains adequate insurance coverage
* Report on the financial status of the chapter each January at the chapter meeting
* Ensure an annual internal or external financial audit and report the results to the board in a timely manner

**Board Expectations**

* Attend and actively engage in board meetings, chapter meetings, chapter events and committee meetings
* Represent ATD Kansas City professionally and ethically
* May participate in the ATD International Conference and the ATD Chapter Leadership Conference (ALC)
* Orient and train the incoming Vice President of Finance

**Qualifications**

* Experience in budget design, fiscal responsibility and accounting practices
* Good understanding of operations and finance
* Ability to work cooperatively with administrative staff
* Ability to plan, organize and execute activities as required by the position
* Ability to complete projects within established timeframes
* Ability to recruit and train volunteers to support internal audit functions
* Time available to fully participate in chapter events
* National member of ATD and a member in good standing with the local chapter (may be waived if the position is held by a CPA or CMA volunteer)

**ATD Resources:**

[Chapter Leader Community (CLC)](http://www.astd.org/Members/Chapters/Chapter-Leader-Community)

[National Advisors for Chapters (NAC)](http://www.astd.org/Members/Chapters/Chapter-Leader-Community/Resources/National-Advisors-for-Chapters)

[Sharing Our Success (SOS)](http://www.astd.org/Members/Chapters/Chapter-Leader-Community/Resources/SOS)

[Chapter Administration](http://www.astd.org/Members/Chapters/Chapter-Leader-Community/Chapter-Administration)

[Chapter Leadership Development](http://www.astd.org/Members/Chapters/Chapter-Leader-Community/Leadership-Development)

[Leadership Connection Newsletter (LCN)](http://www.astd.org/Members/Chapters/Chapter-Leader-Community/Communications)

Toolkits

[CARE](http://files.astd.org/ChapterServices/%21CLC New Website/Chapter Administration Landing Page/CARE/Joint Membership Activities Job Aid.pdf)

As a member of the 2017 ATD Kansas City Board, I understand my responsibilities as stated above. I understand that I am expected to attend monthly board meetings as scheduled and participate in monthly chapter meetings. If I am unable to attend a monthly board meeting, I will notify the President in advance. I understand that my position is a member of the Executive Committee and I will participate as called upon.

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| *2017 VP of Finance* |  | *Date* |
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| *2017 President* |  | *Date* |