

As of 7/22/2019

Position Title: VP Finance

POSITION SUMMARY

The vice president of finance manages the operational finances of the chapter. Coordinates the budget and operational issues with other board members, as well as administrative services. Assures that chapter financial operations are in compliance with ATD's Chapter Affiliation Requirements (CARE).

TIME COMMITMENT

TERM: 1 Year (Revised Bylaws dated July 2019 = 2 years)

ESTIMATED TIME REQUIREMENTS PER MONTH

- Attending board meetings: 2 hours
 - Record keeping and financial book upkeep: 2 hours
 - Conducting internal Audit with committee: 5 hours PER YEAR
 - Communicating with the ATD national administrative office and/or other board members about questions and/or issues: 2-4 hours
 - Attending monthly chapter meetings: 3 hours
- Yearly:
- Attend 2 Board Retreats each year; January and July: 1 day and ½ day respectively
 - Optional attendance at the [ATD National Chapter Leaders Conference](#) : 2 days

VALUE/BENEFITS

PERSONAL AND PROFESSIONAL

- Networking with other Talent Development professionals locally and internationally
- Discounted [ATD National Professional Plus Membership](#)
- Continuous learning
- Leadership role in a professional organization
- Volunteering

- Invitation, Free Registration and stipend for hotel & travel to [ATD National Chapter Leaders Conference](#)
- Preferred seating at the [ATD International Conference](#) & Invitation to “Chapter Leadership Day” held during the International Conference

RESPONSIBILITIES

BUDGETING

- By January 1 of each year, creates an annual operating budget and uploads to the “Financial Reports” section of our [ATD RTA Board Google Site](#) and makes it accessible to members at the Monthly chapter meeting in January.

AUDITING & COMPLIANCE

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

FINANCIAL OPERATIONS

- Oversees operations and finance for the chapter
- Reconciles chapter bank accounts on a regular basis in collaboration with the Chapter Administrator
- 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 VP of Finance
- Recruits and trains volunteers to support the responsibilities of the role

BOARD ROLE

- Reports on financial status of Chapter each January at membership meeting.
- By February of each year creates and presents a Chapter budget for Board approval and makes available to members once approved – in accordance

with the chapter Bylaws. Budget loaded in the “Financial Reports” section of the [ATD RTA Board Google Site](#)

- Monthly presents a monthly financial report at the board meeting outlining budget vs. actual financial report. All reports loaded in the “Financial Reports” section of the [ATD RTA Board Google Site](#)
- A year–end financial report including income, expenses, assets, and liabilities shall be published and made available to the Chapter membership– in accordance with the chapter Bylaws. Report loaded in the “Financial Reports” section of the [ATD RTA Board Google Site](#)
- Attends and participates in monthly board meetings, chapter meetings, ATD International Chapter Leader Webinars; if available attends ATD International Conference and ATD Chapter Leaders Conference (ALC).
- Participates in other chapter events, committee meetings and workshops as available.
- Represents chapter professionally and ethically in all business functions/organizational activities.

QUALIFICATIONS

- Demonstrated experience in budget design, fiscal responsibility and accounting practices.
- Good understanding of operations and finance.
- Ability to work with administrative staff.
- Ability to complete projects within established timeframes.
- Ability to seek others out as volunteers.
- Time available to fully participate in chapter and board meetings.
- Member of ATD International and ATD-RTA member in good standing.

ATD RESOURCES

[ATD RTA Board Google Site](#)

[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](#)

