

Vice President for Finance

Position Summary:

The Vice President for Finance manages the financial operations of the chapter, ensures that the Chapter operates in a fiscally and administratively accountable manner and remains in compliance with ATD's Chapter Operating Requirements (CORE). This Board role is also responsible for participating in discussions and decisions about general chapter operations and issues that come before the Chapter Board. Additionally, the VP for Finance is expected to provide guidance to Board members on the consequences of financial decisions they will make on the chapter's behalf.

Term: One year, elected; optionally, can stand for re-election to the same Chapter Board position for one additional term. If approved by the Chapter Board, an exception can be made for a third term only if the external audit/internal review process is successfully completed at the end of each fiscal year, as outlined in the Financial Policies and Procedures document. Under no circumstances can a VP for Finance serve more than three years in a row.

Supported By:

This position is supported by all members of the board, and at the same time this position helps to support all members of the board where able and needed.

Requirements:

- Basic ATD Involvement
 - Available in the local Tampa Bay area
 - Chapter member (same local chapter) in good standing
- Demonstrated experience in budget design, fiscal responsibility and accounting practices
- Good understanding of operations and finance
- Ability to work with administrative services
- Represents chapter professionally and ethically in all business functions/organizational activities
- Time available to fully participate in most chapter programs and board meetings
 - See chapter bylaws for most up to date requirements for board meeting attendance and repercussions if unable to fulfill

Perks of Role:

- All Chapter Leader Conference (ALC) Registration and limited travel and lodging covered by chapter
- ATD National Membership paid for by chapter
- ATD Chapter Regular monthly events free of charge

Time Commitments and Responsibilities:

Time commitments and responsibilities are broken up below into an initial time on task, then weekly, monthly, and annual time on task.

Initial Tasks <i>Approx 7+ hours</i>	
Google Email <i>(1 hour)</i>	<ul style="list-style-type: none"> ● Add picture ● Setup signature line ● Create out of office messages
Google Drive <i>(1 hour)</i>	<ul style="list-style-type: none"> ● Familiarize self with Google Drive folder/docs ● Ensure all board is aware of them and how to access them
Bylaws <i>(1 hour)</i>	<ul style="list-style-type: none"> ● Familiarize self with bylaws
Social Media <i>(1 hour)</i>	<ul style="list-style-type: none"> ● Follow chapter and national social media channels
Wild Apricot <i>(2 hour)</i>	<ul style="list-style-type: none"> ● Get crash course in Wild Apricot software membership, events, reporting, etc. ● Learn how to sign up for events and pay ● Perform basic reporting from Wild Apricot ● Provide appropriate content copy and proofreading of the website to ensure accuracy and up-to-date information is provided to members
Access/ Account Info <i>(1 hour)</i>	<ul style="list-style-type: none"> ● Gain access to and familiarize yourself with AffiniPay, Wells Fargo Bank ● Docusign ownership ● Review Finance Info doc w/contact info and account info

Weekly Tasks <i>Approx 2+ hours</i>	
Social Media <i>(30 minutes)</i>	<ul style="list-style-type: none"> ● Share/retweet all relevant ATD chapter social media posts with your network ● Like all relevant ATD chapter social media posts
Weekly Follow Up Call <i>(30-60 min)</i>	<ul style="list-style-type: none"> ● Weekly touch point phone call with president to catch up on any updates and stay up to date in order to help where needed
Deposits/ Payment Processing <i>(1-2 hours)</i>	<ul style="list-style-type: none"> ● Process transactions: Invoices or deposits using Wells Fargo <ul style="list-style-type: none"> ○ Manual or electronic payments and deposits ○ Authorizing invoices

Monthly Tasks <i>Approx 10.5+ hours</i>	
CARE <i>(1-2 hours)</i>	<ul style="list-style-type: none"> ● Work with President Elect and other Board members to ensure CARE requirements are met throughout the year ● Contribute to the reporting of CARE requirements
Chapter Events <i>(4-6 hours, plus travel)</i>	<ul style="list-style-type: none"> ● Attends chapter events as offered
Chapter Board Meeting <i>(2-3 hours)</i>	<ul style="list-style-type: none"> ● Attend the monthly board meetings. Each board member will have their turn to present updates ● Communicate with the Board of Directors about routine issues ● Prepare and present financial statements to board
NAC calls/meetings <i>(1 hour)</i>	<ul style="list-style-type: none"> ● Attend national ATD leadership calls/meetings
Finance, Accounting, Bookkeeping & Audits <i>(2-4 hours)</i>	<ul style="list-style-type: none"> ● Perform regular financial record keeping and financial book upkeep ● Provide information for internal audit to the Financial Review Committee for an internal chapter finances review ● Audit income/expenses and cash-flow on a monthly basis to ensure chapter's sound financial status ● Oversee operations and finance for the chapter ● Work with the chapter Bookkeeper on financial transactions ● Reconcile chapter bank accounts on a regular basis ● Oversee the accuracy of record-keeping and reporting ● Issue payment for invoices in a timely manner ● Manage banking records (Signatures and online banking security passwords) ● Prepare and send monthly P&L: and Budget against Actuals reports to the President and the Chapter Board ● Process and reconcile all credit card charges ● Prepare and record all back deposits ● Handles Registration Manager in Wild Apricot as needed ● Oversight of online banking accounts, direct pay accounts, credit transactions and fees associated to keep all in good standing
Reporting <i>(30 minutes)</i>	<ul style="list-style-type: none"> ● Report all income and expenses to the board on a regular basis. Send proforma reports to contact ● Provide a monthly report to the Chapter Board of income and expenses against plan ● Oversee and perform all of the financial transactions of the

	<p>chapter</p> <ul style="list-style-type: none"> ● Maintain records of and report on those transactions; <ul style="list-style-type: none"> ○ Highlight the financial condition of the Chapter at Chapter Board meetings and at other times when called on to do so by the President or the Chapter Board.
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Annual Tasks <i>Approx 8+ days</i>	
All Leaders Conference (ALC) - National <i>(3 days)</i>	<ul style="list-style-type: none"> ● Attend ALC, typically in the fall ● Participate in Chapter Leader Day at ALC
Succession Planning - Chapter <i>(1+ day)</i>	<ul style="list-style-type: none"> ● Recruit and mentors potential Board candidates to ensure the future of the chapter ● Recruit and train the incoming Vice President for Finance ● Recruit and train the Registration Manager
Strategic and Operational Annual Planning Session(s) - Chapter <i>(1+ day)</i>	<ul style="list-style-type: none"> ● Set annual goals for managing chapter administration in collaboration with the president and board
ASCEND Annual Conference - Chapter <i>(1 day)</i>	<ul style="list-style-type: none"> ● Assist as needed with the annual conference (unless Board votes to not hold an annual conference)
<i>Report of Chapter Financial Health</i> <i>(30 minutes)</i>	<ul style="list-style-type: none"> ● Create an annual operating budget with the Chapter Board and makes it accessible to members ● Report on financial status of chapter each January at membership meeting and each month at board meetings ● Facilitate the creation of the chapter's operating budget for the year, with input from all the Board officers ● Track the budget during the year
Taxes, Legalities, Tax-Exempt, Insurance <i>(.5-1 day)</i>	<ul style="list-style-type: none"> ● Assist tax preparer with data needed for annual filing ● Reporting and filing of annual federal tax statements ● File annual report with State of Florida - Filing in state of FL that we are non filing pays \$64 annually ● Maintain chapter tax-exempt filing status with State of Florida as a non-profit corporation on Sunbiz.gov ● Ensure that the chapter maintains adequate insurance coverage ● Compile reports for CPA to process

	<ul style="list-style-type: none"> • Be knowledgeable of and carry out the requirements of the chapter's "Financial Policies and Procedures" document for Chapter operations • Maintain Physical Liability and Officer and Director Liability policies in good standing
<p>Compliance - State & Federal <i>(.5 days)</i></p>	<ul style="list-style-type: none"> • Ensure compliance with CORE - ATD national annual report filing. Manage the Chapter's finances, including investments, in accordance with accepted accounting practices and in compliance with ATD's Chapter Operating Requirements (CORE) • Ensure chapter is in compliance with state and federal reporting requirements

ATD Resources

- Chapter Leader Community (CLC)
 - <https://www.td.org/chapters/clc>
- National Advisors for Chapters (NAC):
 - <https://www.td.org/chapters/clc/national-advisors-for-chapters>
- Chapter Affiliation Requirements(CARE)
 - <https://www.td.org/chapters/clc/care>
- Sharing Our Success (SOS)
 - <https://www.td.org/chapters/clc/sos>
- Leader Connection Newsletter (LCN)
 - <https://www.td.org/chapters/clc/lcn>
- Toolkits
 - <https://www.td.org/chapters/clc/toolkits>