



## **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

### **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

### **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 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 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 Administrative Assistant
- 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 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.
- 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-Piedmont member in good standing.

## **ATD 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](#)