

**ASTD GREATER ATLANTA CHAPTER  
OFFICER POSITION**

**TITLE:** VP OF FINANCE

**TIME OF SERVICE:** One year (elected)

**REPORTING RELATIONSHIPS:** Reports to President

**MANAGES:** Financial services provided by association management service

**WORKS WITH:** Accountant, Officers, Chairs, and Committee Members

**GENERAL FUNCTION:**

Oversees all financial issues for the chapter.

**LEADERSHIP RESPONSIBILITIES:**

Establish finance goals to support Chapter mission, vision, and strategies.

- Determine necessary committee structure to accomplish annual goals.
- Recruit and orient committee chairs for finance as needed.
- Help Chairs to understand how their role impacts the Chapter as a whole by communicating goals and plans.
- Communicate regularly with chairs to hold accountable for meeting goals.
- Create and submit budget by the indicated deadlines and adhere to budget throughout term.
- Be familiar with the Constitution/Bylaws and policies and procedures.
- Attend Executive Board meetings as a voting member.
- Attend Chapter meetings on a regular basis.
- Act as liaison between Executive Board and committees to support decision making and conflict resolution.
- Maintain confidentiality of ASTD business matters.
- Be a positive representative of ASTD.
- Track time and resources used to meet goals to be used for future planning.

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### **AREA RESPONSIBILITIES:**

- Manage contractual administrative services by negotiating contract deliverables and prices as needed, monitoring contract terms, and securing approval from the Executive Board for special projects.
- Provide recommendations for improving accounting procedures.
- Recommend benchmarks for financial and operating performance.
- Maintain the Chapter scorecard.
- Prepare invoices for sponsorships, organizational memberships, inter-chapter charges, and other services as needed.
- Prepare financial forecasts.
- Resolve payment and billing problems.
- Handle budget preparation:
  - Provide historical data and instructions for budgeting process related to income/ expense expectations.
  - Produce first draft of budget and lead meeting to negotiate for final budget.
  - Publish budget in newsletter as soon as possible after formalization.
- Assure revenue and expenses are recorded in a computer accounting system and funds are deposited.
- Approve chapter payments and assure they are made in a timely manner.
- Analyze cash flow and alert officers when potential problems arise.
- Prepare and distribute financial statements to the Executive Board monthly.
- Revise budgets when required.
- Ensure that appropriate tax documents are completed and sent to the proper authorities by deadline dates.
- Arrange for annual review of chapter finances.
- Collect, document, and report information to CORE Chair as required.
- Recommend and manage the investment strategy of chapter funds.
- Approve expense reimbursements and assure the reimbursements are timely.

### **QUALIFICATIONS:**

- General knowledge of ASTD.
- Previously held Committee Chair position, extremely helpful.
- Management and leadership experience.
- Member of Local and National ASTD.
- Ability to recruit and motivate volunteers.
- Excellent organizational and analytical skills.
- Experience with budgets, and particularly the budgets of associations.
- Attention to detail.

### **ESTIMATED TIME COMMITMENT:**

- 8 hours annually for planning.
- 3 hours monthly for Executive Board meetings.
- 3 hours monthly for chapter and SIG/GIG meetings.
- 1.5 hours weekly to approve invoices.

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- 2 hours monthly to prepare financial statements and reports for Executive Board meetings.