

Treasurer (Vice President of Finance)

Position Description

This position is primarily responsible for managing the operational finances for the Chapter including tracking, organizing, and analyzing Chapter monies. The Treasurer uses Profit & Loss statements and Income Statements to provide regular reports on the Chapter's financial conditions at Board meetings and at other times when called upon by the president. Also works to ensure that Chapter leaders successfully manage Chapter finances.

Essential Duties and Responsibilities

- Create an annual operating budget and publish it for members after getting final Board approval.
- Report all expenses and income to Board during regularly scheduled meetings including a comparison of actual versus budget.
- Provide any and all records necessary to complete a review of Chapter finances to the Financial Review Committee or independent auditor as requested.
- Ensure that the Chapter maintains adequate insurance coverage.
- Ensure that the Chapter maintains compliance with state and federal reporting requirements.
- Maintain Chapter tax-exempt non-profit status.
- Receive reimbursement requests and other expense items from Board members and/or Chapter members. Present reimbursement check within five business days of request receipt.
- Deposit membership and other Chapter meeting attendee checks/cash within five business days after receipt.
- Reconcile Chapter bank accounts monthly. Includes monitoring the online payment process.
- Monitor renewal of certificates of deposit (CDs), post office box lease, and all other related items.
- Partner with other Board members and/or committees to assist in revenue-generating events, projects, etc.
- Oversee finances of any and all functioning Geographic Interest Groups (GIG) and/or Specific Interest Groups (SIGs). Monitor ratio of GIG/SIG membership income. Deposit accordingly into earmarked account.
- Partner with the treasurer of any and all functioning GIGs and/or SIGs to ensure adherence to Midlands Agreement and ensure funds are reported and allocated accurately.
- Provide support to all Board members and members-at-large as well as to standing Board committees and ad hoc membership groups.
- Other responsibilities as noted in Chapter Bylaws, specifically:
 - ✓ convene the Board in the event that both the President and President-Elect positions are vacant to select a member of that body to assume presidency until a special election can be held.

Qualifications

- National member of ASTD and a member in good standing of the Midlands ASTD Chapter.
- Able to serve in position for a term of one year with possibility of re-election for an additional term.
NOTE: President-Elect and Past President's positions are extended automatically in the event that the current serving President is re-elected for an additional term.
- Time available to attend Board meetings and Chapter meetings as specified in Bylaws. Includes time available to chair committee meetings, participate in preparation for special events, etc.
- Partner with and support corresponding Geographic Interest Group (GIG) position as applicable.

- Assist the Nominating Committee by recruiting members for Board positions. Recruitment suggestions may also extend to standing committees, and other ad hoc groups/committees. Train replacement to assume role.
- Possess attention to detail.
- Accurate record-keeping abilities.
- Ability to build, motivate, and lead a team of volunteers.
- Ability to plan, organize and evaluate activities required by position.
- Ability to complete projects and goals within established timeframes.
- Working knowledge of computers and software applicable to position (e.g., Word, Excel, PPT, email, etc). Some positions (e.g., Treasurer, Membership Chair) also require use of other specific software.
- Experience in budget design or bookkeeping.