

## **Vice President of Finance and Chapter Treasurer ATD Upstate SC Job Description**

**Job Specification** - Actively support the ATD Upstate SC Chapter through management of the Chapter's financial affairs. These financial affairs include (but may not be limited to) the Chapter's checking account, the chapter's savings account, and the Chapter's Certificates of Deposit. The Treasurer works closely with the Chapter's Board members to monitor the Chapter's on-going operating expenses. The Treasurer monitors the Chapter's financial reports available through the chapter management system, Wild Apricot, produces a monthly reconciliation report, participates in producing an annual budget, renews on-going chapter service providers, and monitors the Chapter's debit/credit card transactions. The Treasurer maintains an ATD office key, a key to the U. S. Postal mailbox, and signature authorization for checks and bill payments. The Treasurer supports Chapter members by participating in committees as time and interest allow, by recruiting Finance committee members, and by training committee members to take over the role of Treasurer. The Treasurer assists in the completion of year-end tax reporting to document the Chapter's on-going nonprofit status. The Treasurer assists the President in the completion of the year-end Core Compliance report which goes to the national ATD affiliate. The Treasurer will be a key member of all Chapter committees, will consult as needed, and will intervene with Committees if/when committee work impacts the financial operations of the Chapter. The Treasurer works closely with the Chapter President and is eligible to step in and fill the role of President if needed.

### **Responsibilities:**

- Serve a term of one calendar year and may serve up 4 additional terms of one year each.
- Attend Board meetings during the calendar year.
- Attend Chapter Programs and Special Events.
- Serve on other Chapter committees as time and interest allows.
- Recruit Finance committee members as needed.
- Develop Finance committee members' skill sets.
- Develop Board members financial operations skill sets.
- Identify and facilitate the transition for the next Vice President of Finance / Treasurer.
- Promote continued talent and professional development for Chapter members with emphasis on financial knowledge and skills.
- Become proficient in the use of the Chapter's Wild Apricot system usage.
- Become proficient in the use of the Chapter's Quicken accounting software.
- Become proficient in balancing the Chapter's checking account and the Chapter's Master Card through the Palmetto Bank.
- Consult with the Board and then monitor and/or renew the Chapter's CD with BB & T.
- Complete the re-branding tasks that are related to the Chapter's financial affairs.
- Maintain &/or renew the Chapter's accounts with the U. S. Postal service at Orchard Park, with Paypal, with Rackspace Email, with Wild Apricot, and other recurring expenses and agreements per the Board's approval that may occur
- Keep a record of organizations and businesses that have the Chapter's credit card on file for automatic payment of chapter expenses

**Resources:**

1. Limited administrator access to the chapter's Wild Apricot association management system.
2. Assigned Rackspace email address: treasurer@upstatesc.ASTD.org
3. ASTD Chapter Leader Community  
<http://old.ASTD.org/membership/ChapterLeadership>
4. ASTD Leader Connection Newsletter:  
<http://old.ASTD.org/membership/ChapterLeadership/Resources/LCN.htm>
5. ASTD Toolkits:  
<http://old.ASTD.org/membership/ChapterLeadership/Resources/Toolkits/>

**Board Member Expectations and Code of Conduct:**

- Be an Upstate SC ATD chapter member in good standing. It is preferable but not required that this board member also be a national ATD member.
- Attend at least four chapter program / events annually (excludes Board of Director meetings).
- Attend and report on respective area at each Board of Director meeting held the 2<sup>nd</sup> Tuesday of each month from 5:30 – 7:30 p.m. (complimentary light dinner included).
- Attend the annual Board of Director Planning Retreat to be held on a Saturday in January of each year from 8 a.m. to 12 noon. Date will be finalized once new board is polled for availability.
- Become familiar with and abide by Upstate SC ATD's by-laws, policies and procedures.
- *Proactively* execute the responsibilities for the role taken on the board. Be accountable for projects not only to the other board members but also to the chapter membership.
- Create a Transition Package for successor that includes forms, budgets, processes, and recommendations.
- Serve as a fair and open clearinghouse for information, job opportunities, and professional training and vendor services to any member of Upstate SC ATD.
- Board members will not use their position to have increased access to chapter members or use their influence to direct business to a specific organization or vendor.
- Facilitate programs and events for the benefit of Upstate SC ATD members that provide meaningful experiences that are used as learning opportunities and not a venue to push products or services.
- Represent the chapter both professionally and ethically in all business functions and organizational activities.

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