

Board of Directors Role

Position Title: **Director of Finance**

Description:

Ensure Chapter continuity in financial management and related contract management. Manage and report on the finances of the Chapter in accordance with CORE requirements. Legally serves as the Secretary of our Association.

Time Commitment:

Six months to onboard under presiding Director of Finance: 2-6 hrs/month, then two years as Director of Finance: 20-25 hours / month.

Key Competencies:

Basic understanding of finances and financial reporting: income, expenses, assets, liabilities, tax reporting. Ability to work with QuickBooks and Excel spreadsheets. Comfortable creating, reviewing and signing contracts and MOUs for the chapter.

Term: 2.5 years
(~6 mo. onboarding + 2 year term)

Reports to: President

Voting Position: Yes

Supervisory Duties: Yes

Committee Members: No

Executive Committee: Yes

Board Appointed: Yes

Primary Responsibilities:

Ongoing Responsibilities:

- Prepare monthly financial statements.
- Provide report on chapter financial status at monthly board meetings.
- Make bank deposits of chapter revenue as needed.
- Process and make timely payment of invoices and requests for reimbursement.
- Submit invoices for payment as needed.
- Analyze financial impacts of proposals as needed.
- Make recommendations regarding financial processes and procedures.
- Draft contracts and MOUs for program events and annual conference.
- Act as liaison and signatory on chapter contracts.
- Review and monitor budgets for program events and annual conference to ensure staying within budget and make recommendations to adjust event budget if revenue lower than expected.
- Serve as chair of the Pricing Committee; review pricing model for events and make recommendations to pricing structure as needed.

- Serve on the Executive Committee (EC); attend monthly EC meetings, engage in the strategic planning for the chapter.
- Review current banking, vendor and investment relationships to ensure the best use of chapter funds.
- Stay informed on current federal and state regulations concerning exempt status, tax liability, and filing compliance.
- Coordinate with Senior Administrative Officer in operational matters.

Annual Responsibilities:

- Work with all board members to establish annual budget for their portfolio and the overall budget.
- Renew chapter liability insurance and Seattle Business License.
- Ensure that all local, state, and federal tax returns are filed on time.

Committee Members/ Direct Reports (Volunteers):

- Responsible for onboarding the incoming Director of Finance over the course of the final six months of the second year of term.
- Serve as the chair of the Pricing Committee.

Success Measures:

- Timely and accurate reimbursement of expenses to chapter members (within 5 days of receiving an approvable request)
- Timely and accurate payment of bills (according to terms of invoice due date)
- Financial reports submitted monthly to the board prior to meeting for review along with narrative highlights
- Provide ongoing business acumen training to board members to further educate them on the best practices of high performing chapters
- Successfully meet the established annual budget for the chapter
- On-time filing of state and local taxes (due annually)

Privileges:

- 100% reimbursement of local chapter dues year 2
- 100% reimbursement for National membership
- Free attendance at monthly member events & annual conference
- Potential career path into future Board positions
- Position listed on your resume and LinkedIn profile
- Opportunity to connect with ATDps members

Additional Expectations:

- Member of the ATD Puget Sound chapter for term
- Member of ATD National for term
- Attend monthly Board meetings/EC meetings
- Post comments and engage in chapter's social media and online community (slack)
- Meet success measures listed above
- Advise Director of Membership and Membership Growth Manager of trends seen in recruiting efforts