

***Volunteer Position Description***  
***Vice President of Finance***  
***Board of Directors – ASTD/Tallahassee Chapter***

Term: One Year

Purpose: To ensure the Chapter's sound financial status. To maintain and promote continuity of the Chapter's financial records.

**Responsibilities:**

Ensure financial management meets CORE requirements established by ASTD National.

Audit income/expenses on a monthly basis to ensure Chapter's sound financial status.  
Prepare and present financial information for Board.

Prepare Chapter budget with input from Board members. Finalize and present budget to the Board.

Establish and monitor control procedures for the collection and disbursement of funds.  
Obtain signature approval and back-up records by responsible Board member for all expenditures.

Efficiently collect and disburse funds as authorized by established procedures, including depositing funds and paying Chapter bills, on a timely basis.

Establish and maintain accurate records of income and disbursements, following good bookkeeping practices.

Work in concert with VP's of Membership, Communication and Technology to maintain an accurate list of paid members. Maintain communication with ASTD National, as needed.

Receive payments and supervise the registration process for program meetings. Ensure registration procedures permit timely, accurate data collection for attendance and fees collected. Provide summary of cost and net profit for review with Board members.

Attend and participate in Board meetings and Chapter meetings. Participate in Chapter events; provide assistance and direction to committees, task force and work groups, as needed.

Maintain memberships of ASTD National and ASTD Tallahassee Chapter.

Represent Chapter professionally and ethically in all business functions/organizational activities.

Recruit and train incoming Vice President of Finance.