**Chapter Leader Position Description and Resources:** VP of Finance/Chief Financial Officer (CFO)/Treasurer

**The purpose** of this document is to provide guidance and resources for chapter leadership roles.

**How to use this document:** Customize this document to fit your chapter role.

**Position Description:**

The Vice President of Finance manages the operational finances of the chapter. They coordinate the budget and operational issues with other board members, as well as administrative services. They assure that chapter operations are in compliance with ATD's Chapter Affiliation Requirements (CARE).

**Time Commitment:**

**Term:** One year

**Estimated Time Requirements per month:**

* Attending board meetings: 2 hours plus travel time.
* Conducting a financial review with committee: 8 hours plus travel time (one-time annually).
* Communicating with ATD Chapter Services about routine issues: 1-2 hours/month, as needed.
* Record keeping and financial book upkeep: 1-2 hours/month.

**Responsibilities:**

**Budgeting**

* Creates an annual operating budget and makes it accessible to chapter members.

**Conducts Audits**

* Audits income/expenses and cash-flow on a monthly basis to ensure chapter's sound financial status.
* Reports the results of financial audits to the board in a timely manner.

**Compliance**

* Ensures compliance with CARE.
* Ensures chapter is in compliance with state and federal reporting requirements.

**Finance/Operations**

* Oversees operations and finance for the chapter.
* Reconciles chapter bank accounts on a regular basis.
* Oversees the accuracy of record-keeping and reporting.
* Issues payment for invoices in a timely manner.
* Maintains chapter tax-exempt non-profit status.
* Ensures that the chapter maintains adequate insurance coverage.

**Training**

* Recruits and trains incoming Vice President of Finance.
* Recruits and trains volunteers to support financial review functions.

**Board Participation**

* Reports all income and expenses to the board on a regular basis.
* Reports on financial status of chapter at the start of the chapter year.
* Attends and participates in all monthly board meetings and chapter programs (as available).
* Participates in other chapter events, committee meetings, and conferences as available.
* Represents chapter professionally and ethically in all business functions/organizational activities.
* Participates in the ATD International Conference and Exposition and ATD Chapter Leaders Conference (ALC), when available.

**Qualifications:**

* + Power Member (Member of ATD and chapter)
  + Demonstrated experience in budget design, fiscal responsibility and accounting practices.
  + Good understanding of operations and finance.
  + Time available to fully participate in chapter and board meetings, and represent the chapter regionally and nationally.

**Skills:**

* + Effective verbal communication, leadership, diplomacy, personal interaction, problem-solving and meeting management.
  + Ability to lead a committee, delegate tasks, and monitor progress.
  + Ability to build, motivate, and lead a team of volunteers.
  + Ability to plan, organize, and evaluate chapter activities.
  + Demonstrated experience in budget design and accountability desired.
  + Demonstrated ability to manage projects.

**Resources:**

**Review the Following on the Chapter Leader Community:**

[Business Acumen Development](http://files.astd.org/ChapterServices/%21CLC%20New%20Website/Chapter%20Administration%20Landing%20Page/CARE/Business%20Acumen%20Assessment_Final_2015.pdf?_ga=2.112937732.1803174566.1495129310-46014797.1490035870)

[Chapter Finance Toolkit](https://d22bbllmj4tvv8.cloudfront.net/79/e4/85f501f54b4b9c7a85a90370303c/finance-toolkit-2021.pdf)

[Chapter Leader Onboarding Toolkit](https://d22bbllmj4tvv8.cloudfront.net/0c/34/9c0e1319426d91ab2d18ff9fd0d0/chapter-leader-onboarding-checklist.pdf)

[SOS Finance Page](https://www.td.org/chapter-leader-community-clc/browse-all-sharing-our-success-sos-stories/finance)

Chapter Incentive Program:

[Overview](https://www.td.org/chapters/clc/chip)

[Toolkit](https://d22bbllmj4tvv8.cloudfront.net/86/62/59d1d89f408f8a658a74dcdb3810/chip-toolkit-2021.pdf)

[Key Dates](https://www.td.org/chapters/clc/key-dates-for-chapter-leaders) (for tax filing purposes)

[Chapter Services Team](https://www.td.org/chapters/clc/chapter-services-team)/[NAC](https://www.td.org/chapters/clc/national-advisors-for-chapters)

[CLC Finance Overview](https://www.td.org/chapters/finance-overview)

ChIP (see above)

[ATD Partnerships](https://www.td.org/chapters/clc/atd-partnerships) (Accurate list?  Any others?)

[Maximizing Membership video](https://players.brightcove.net/4684385851001/default_default/index.html?videoId=6257113078001)

**Taxes**

[Understanding IRS Tax Filings](https://d22bbllmj4tvv8.cloudfront.net/ef/19/0119c73046c79058cba4ad3956c9/irs-990-filing-guide-2021.pdf) (990 Filing Information-updated July 2021)

[Group Tax Exemption Information](http://files.astd.org.s3.amazonaws.com/ChapterServices/%21CLC%20New%20Website/Resources/Toolkits/ATD-Group_Tax_Exemption.pdf)

Incorporation Information

**CARE**

[Home](https://www.td.org/chapters/clc/care)

[Quick List](https://d22bbllmj4tvv8.cloudfront.net/9d/45/7a0d37f144f7b52a62831cd9337f/2022-care-quick-list.pdf)

[Balance Sheet template](https://d22bbllmj4tvv8.cloudfront.net/59/e7/b105c56c44f7b5a35ddd82562764/2022-balance-sheet-template.xlsx)

[Income Statement template](https://d22bbllmj4tvv8.cloudfront.net/f4/14/3b52b30949fd9a5c15755da6d858/income-statement-template.xlsx)

**ATD Micro Courses**

Your role requires leadership skills and ATD has many resources for your professional development.

Communicating Effectively During Change

Conflict Resolution for Workplace Team

Overview of Collaborative Leadership