

**Chapter Leader Position Description: Director of Finance**

**Position Summary:**

* The Director of Finance supports the finances of the chapter. He/She coordinates the budget and financial issues with other board members. He/She ensures that invoices and reports are sent to the bookkeeping agency and processed in a timely manner.

**Time Commitment:**

**Term:** One Year

**Estimated Time Requirements per month:**

* Perform responsibilities of the position and participate in communications about chapter issues: 5 hours
* Prepare monthly report: 1 hour
* Attend monthly board meeting: 1.5 hours plus travel time for in-person meetings
* Attend monthly chapter meetings when possible: 2 hours plus travel time
* Participate in at least one chapter-wide committee: 2 hours
* Attend Annual Chapter Leaders (ALC) conference (optional)

**Responsibilities:**

**Budgeting**

* In collaboration with VP of Operations, creates an annual operating budget and makes it accessible to members
* Works with other Board members to determine financial feasibility of events and marketing

**Audits**

* Manages yearly audit process, including recruiting and training local volunteers

**Finance**

* Assists with finance-related CARE submissions
* Issues payment for invoices and reimbursements to Board members for valid chapter-related expenses in a timely manner
* Maintains chapter tax-exempt non-profit status
* Coordinates with ATD national to ensure that membership fees are properly recorded and reimbursed, if necessary
* **Training**

• Recruit and train incoming Director of Finance

• Update personal knowledge of ATD strategies and operations

**General**

* May be asked to write articles for newsletter

**Board Participation**

* Reports on status to the VP of Operations on a regular basis
* Participates in monthly board meetings
* Attends chapter meetings, ATD International Conference & Exposition, and ATD Chapter Leaders Conference (ALC), as available
* Participates in other chapter events, committee meetings, and conferences as available
* Represents chapter professionally and ethically in all business functions/organizational activities

**Qualifications:**

* Member of Greater Richmond ATD Chapter
* Member of national ATD (recommended)
* Time to attend board meetings and other chapter functions as required by this position
* Skilled in written and verbal communication, personal interaction, and problem-solving in a team environment
* Ability to plan, organize, and execute activities as required by the position
* Ability to complete projects within established timeframes
* Willingness to advocate for the chapter and represent chapter professionally and ethically in all business functions/organizational activities

**Benefits:**

* Paid membership for national ATD
* Paid membership for Greater Richmond ATD Chapter
* Paid attendance for Greater Richmond chapter events
* ALC conference and hotel registrations (when appropriate)