

## **Vice President of Administration – One Year Term**

**Position Summary:** The Vice President of Administration provides guidance and information for the Chapter in the areas of finances, processes, and optimization. The Vice President of Administration, an elected and voting member of the Board, is responsible for keeping the financial records of the Chapter, maintaining the chapter's bank account, directing income into appropriate accounts and paying bills within 30 days of receipt. Additionally, the Vice President of Administration maintains any vendor relationships and manages the administrative features of Wild Apricot.

### **Position Responsibilities:**

- Attends Board meetings and as many Chapter activities as possible.
- Ensures incoming funds are deposited into appropriate Chapter accounts in a timely manner.
- Pays authorized bills in a timely manner.
- Maintains accurate and detailed records of revenues and expenses.
- Helps educate other Board members regarding financial obligations and procedures.
- Prepares special reports as requested by the Board and/or Chapter President.
- Ensures that the Chapter is in compliance with required federal and state financial reporting requirements. Prepares and files annual IRS returns as needed.
- Provides copies of expense sheets for Board and Chapter member use.
- Prepares the books for the annual internal and the biannual external reviewers.
- Collaborates with National ATD to ensure chapter Power Memberships are added to Wild Apricot (membership information and dues).
- Works with insurance company to provide Certificates of Insurance as requested by third parties.
- Manages all third-party vendor relationships on behalf of the Chapter.
- Manages the overall look and feel of the Chapter's website with the Vice President of Marketing.
- Shares monthly balance sheet with Board and membership via the chapter website.

### **Position Qualifications:**

- National ATD membership
- Experience maintaining financial records
- Ability to work spreadsheets
- Willingness to look for new opportunities to streamline processes for the Chapter

### **Time Required:**

- Approximately 5-6 hours per month, including Board meetings