

ATD-PHL Board Member Job Descriptions

The Vice-President of Finance:

- Provide a monthly report on the financial condition of the Chapter prior to each Board meeting
- Leads creation of an annual budget each year for the following year; ensures the budget is available to all members
- Maintains an approval process and ensures that all bills are paid in a timely manner
- Oversee that all revenue deposits and disbursements are made in a timely manner
- Convenes the Board of Directors to select an interim President in the event of the President Elect's absence
- Holds him/herself and other Board members accountable for overseeing their respective areas