



Vice President for Finance

3-year term

Responsibilities

1. Serves as chairperson of the Finance Committee. The Finance Committee:
 - a. Makes budget estimates;
 - b. Recommends to the Executive Board investment and audit policies and supervises all other International ACAC financial matters, as well as preparing financial reports for the Executive Board; and
 - c. Develops a budget to be approved at the Executive Board meeting held during the NACAC conference.
2. Provides fiscal oversight (checks and balances) for the Executive Director and reviews financial transactions;
3. Reports on the financial condition and results of operations of International ACAC to the Executive Board and general membership in meetings and written communications;
4. Calls, plans, and organizes all Finance Committee meetings; and
5. Serves as a member of the Executive Board

Required Knowledge/Skills: The Vice President for Finance needs to have basic accounting/bookkeeping skills. Although the Executive Director is responsible for the day-to-day financial activities of International ACAC, the Vice President for Finance provides checks and balances to ensure that both the Executive Director and Executive Board are fiscally responsible.

Time commitment: NACAC Board Retreat (3 days (plus travel). If a member is unable to attend the retreat due to extenuating and unforeseen circumstances, remote attendance will be made available. NACAC Conference attendance is optional); International ACAC Conference with Board Retreat (7 days (plus travel). Attendance at the International ACAC Conference is required); planning and preparation time (3-8 hours per week).