

GOVERNANCE & OPERATIONS

FILE CODE: GO/8262

GOVERNANCE PROCEDURES
DUTIES AND AUTHORITY OF OFFICERS
DUTIES OF VICE PRESIDENT FOR FINANCE

Duties of Vice President for Finance

The Vice President for Finance shall cause to be prepared and rendered on a monthly basis to the Executive Committee and the Finance Committee the following reports on the finances of the Association:

- A. Budget vs. actual figures with explanations of variances
- B. Cash flow figures
- C. Investments
- D. Officer expenses
- E. Aggregate staff expenses

Additionally, the Vice President for Finance shall cause to be prepared and rendered a detailed quarterly financial report to the Board of Directors, an annual financial report to the Delegates and a full annual financial report to the membership including the latest audited financial information, current budget information and services provided with the membership funds. The Vice President for Finance shall also be appropriately bonded by the Association; serve as Chairperson of the Finance Committee; cause accounts to be kept of all Association moneys received and/or disbursed; sign and issue all checks covered by vouchers pursuant to the bylaws; serve as a member of the Audit Committee; Ex-officio Member of the School Finance Committee; and perform such other duties as may be prescribed by the Bylaws.

Authority: BD 10/90
BD 9/94
Bylaws (Article VIII, Section 5)

See Also: GO/3430
GO/9355