

Job Description and Expectations

Second Vice President for Budget and Finance

Purpose

To oversee the chapter's budget and finances, ensuring the chapter's financial viability and alignment with proper financial records and procedures. To support the organization's mission and needs.

Term

Three Years

Method of selection

Statewide election by NASW members

Time Commitment

Extensive

Meetings and time commitment

- Board of Director meetings
- Executive Committee meetings
- Additional meetings as needed
- Attend NASW sponsored events

Duties

- Primary liaison between the Chapter Board and the executive director on the financial matters of the Chapter
- Ensures adherence to the financial policies and practices required by the National Office or approved by the NASW National Board
- Member of the Executive Committee
- Provide financial reports at the Chapter Board of Directors and Executive Committee meetings
- Chair Finance Committee
- In collaboration with the Executive Director, prepare the Chapter's proposed annual budget and present it to the Board of Directors for approval
- Signs checks as needed
- Safeguards chapter's assets and handles banking matters as needed
- Reviews and recommends changes to the Chapter's fiscal policies
- Participates in decision-making process to fulfill the mission of the Chapter
- Participates in developing, supporting and evaluating the Chapter's Strategic Plan
- Serve on the Chapter's Annual Fundraising Dinner Committee
- As a voting member participates in decision-making process to fulfill the mission of the Chapter
- Performs other duties as assigned by the President

Expectations

- Attend and participate in meetings on a regular basis

- Review agenda and supporting materials prior to board and committee meetings
- Assists with developing and supports the strategic planning process
- Serve on committees or task forces
- Have knowledge with financial matters concerning non-profit service and/or professional organizations
- Suggest possible nominees to the board who can make a significant contribution
- Follow conflict of interest and confidentiality policies
- Submit completed committee reports on time to the Secretary
- Be proactive to membership concerns that can be addressed by NASW
- Become familiar with the fiscal and budgetary needs of NASW
- Financially support NASW in a manner commensurate with one's ability.
- Understand the policies and procedures of NASW

Qualifications

- Active member of NASW in good standing
- Leadership experience and prior activity in NASW Hawaii Chapter (preferred)
- Able to listen, analyze, think clearly and creatively, lead and work well with people individually as well as in a group
- Must be have knowledge of basic accounting principles, use of excel and how to read financial spreadsheets

Date Reviewed

July 14, 2012

Date Approved by Board

July 14, 2012