

# Vice President of Finance Position Description

**Position Title:** Vice President, Finance

**Elected By:** Board of Trustees, at spring Board meeting

**Term:** Two years, beginning at fall annual meeting following election

The Executive Committee (ExCom) serves as the administrative and strategic planning committee of the Board of Trustees (BOT), and exercises the powers of and acts for the BOT between Board meetings as outlined in Article 7 of the ASLA Constitution and Article 8 of the ASLA Bylaws.

## **Specific responsibilities and authorities of the ExCom include:**

- Review and make recommendations to the BOT concerning action on the following: annual operating plan; annual program and capital expense budgets; public and administrative policies; annual financial audit; ASLA honors and medals recipients; changes to the Bylaws and Constitution
- Monitor the management and administration of the operating plan and budget of the Society as adopted by the BOT
- Review/approve changes to the annual budget, not to exceed seven percent of the total budget
- Accept the slate of officers selected by the Nominating Committee
- Endorse the federal advocacy priorities of the Society
- Set the time and place of annual meetings of the Society
- Prepare and submit nominations for Fellow as appropriate
- Select representatives of the Council of Fellows for appointment to the Nominating Committee
- Serve as a member of the Board of Directors of the ASLA Fund
- Select and review the performance of the Executive Vice President
- Perform such other duties as are customary for the officers of a corporation or as may be assigned or delegated by Board of Trustees

## **All members of the ExCom are expected to:**

- Support the Society's mission, vision, values, and culture, and be an advocate for the Society
- Participate in setting Society priorities, objectives, and policies and in adoption of operating plans and budgets to accomplish Society goals
- Attend all ExCom and BOT meetings and conference calls and actively participate in decision-making
- Stay informed and be diligent in reviewing communications and meeting materials
- Ask questions whenever additional information is needed and otherwise contribute to the ExCom's and Board's thoughtful deliberations
- Read and understand the financial reports and otherwise assist the ExCom in fulfilling its fiduciary responsibility
- Maintain confidentiality of ExCom and Board proceedings as appropriate
- Represent and support the actions of the ExCom and Board as a whole
- Participate in regular assessments to improve ExCom and Board performance
- Fulfill any additional responsibilities specific to their elected office
- Exemplify the highest ideals and professional standards as well as avoid any conflict of interest.
- Be respectful of all opinions and viewpoints
- Serve as active mentors for their successors

## **Responsibilities of the Vice President** ([travel and time commitments](#))

- Support the president and work in partnership with the CFO in the area of finance (frequent emails and weekly update calls)
- Attend Executive Committee meetings (four annually: one day at spring and fall, preceding BOT meetings; two days at winter and summer)
- Participate in Executive Committee conference calls (monthly, in months the committee does not meet in person, usually 60 minutes)
- Attend the meetings and conference calls of the BOT (two days at spring and one and a half days for fall meeting preceding the annual meeting; conference calls scheduled as/if needed between meetings)
- Participate in ASLA Advocacy Day (annually, between spring ExCom and BOT meetings)
- Serve as ExCom liaison to the Audit Committee (every other week during the audit work; up to 60 minutes) and the Finance and Investments Committee (monthly; up to 60 minutes)
- Attend the ASLA Annual Meeting and EXPO, including assigned committee meetings (three and a half days)
- Bring forward any recommendations or committee concerns to the ExCom and BOT
- Report on relevant ExCom and BOT actions to the committees
- Participate in annual committee chair and member orientations (first call of the year)
- Assist with the committee appointment process

**Responsibilities of the Vice President-Elect** (travel and time commitments)

- Sit in on Executive Committee conference calls (monthly, in months the committee does not meet in person, usually 60 minutes)
- Sit in on the conference calls of the Audit Committee (every other week during the audit work; up to 60 minutes) and Finance and Investments Committee (monthly; up to 60 minutes)
- Attend the summer Executive Committee meeting and new officer orientation (two days)
- Attend fall Executive Committee and Board of Trustees meetings as observer (two and a half days)
- Attend the ASLA Annual Meeting and EXPO, including the President's Dinner (three and a half days)

**Primary Staff Contact(s)**

- Treasurer / Chief Financial Officer
- Accounting Manager

**Governing Rules/Procedures:**

[ASLA Constitution, Article 7](#) and [ASLA Bylaws, Article 8](#)  
[ASLA Fund Bylaws](#), Article 3