

VICE PRESIDENT FOR FINANCE:

The Vice President for Finance is a three (3) year elected position, two (2) years active, and one (1) year in an advisory capacity. The Vice President for Finance holds financial and marketing responsibility for the Association.

Functions:

1. Participates as a member of the ASPE Executive Committee, attending monthly meetings via teleconferencing.
2. Advises the Board on budgetary and financial matters.
 - Reports monthly to the Board of Directors regarding the financial status of the organization.
 - Provides individual committee reports of expenditures to the committee Chair on a biannual basis.
3. Chairs the Finance Committee (for which the Executive Committee can serve as this committee) for financial planning and implementation.
4. Works closely with ASPE ADMIN:
 - Supervises ASPE Admin to record and track financial records for the organization.
 - Works with ASPE admin and attorney/accountant to file taxes for the association keeps records of the same.
 - Advises and approves membership dues and renewal issues.
5. Develops the association's annual budget, with the help of the ASPE Admin and the Finance Committee
 - Polls Board members and merges and allocates funds according to Board policies.
 - Works with Chairs to establish goals and means to implement.
6. Works closely with the Conference Committee:
 - Works with the Conference Planning Committee to develop and adhere to the annual conference budget.
 - Assists with conference and meeting planning and production.
 - Works closely with the Conference Committee and ASPE admin on the conference registration.
 - Is an assigned member of the Conference Committee.
7. Reports on the ASPE Website:
 - Provides an annual financial report in writing for posting on the ASPE website prior to the annual business meeting.

8. Financial Administration:

- Signs checks for the organization.
- Reconciles all accounts.
- Maintains tax records.
- Initiates audit when appropriate.

9. Manage the Marketing for the organization

- Create and maintain a policy for marketing.
- Present plan to Board for approval with an associated budget.
- Works with ASPE admin to create press releases.
- Develop and revise brochures for the organization as needed.
- Works with ASPE admin and legal to develop and review Contracts and RFPs for the organization.
- Determines the budget and best avenue for marketing.

10. Other Reporting Requirements

- Prepares an annual financial report for presentation at the ASPE Business Meeting.
- Prepares and reports financial status to the Board of Directors at each meeting when requested.

11. Immediate Past-President of Finance serves as Vice-President Finance in the absence of a sitting Vice-President until a special election can be held.

- This would not preclude them from holding another Board position simultaneously (i.e. President-Elect).

Skills Required:

1. Basic accounting knowledge including the ability to interpret financial reports.
2. Work comfortably with figures and make judgments about financial matters.
3. Excellent verbal and written communication skills.

Must-Have as Vice President of Finance

- Permission from Dean, CEO, Vice President of Institution, or another direct report to assume position if appropriate.
- Ability to assume the workload; ASPE supports a results-driven work culture for all committee and board members. The actual time commitment varies.
- The position will require travel up to 2-3 weeks per year on behalf of the organization.
- Financial support for travel if not assumed by ASPE.