

## **Finance Chair Job Description & Responsibilities**

**PURPOSE:**

- To assist the Treasurer in providing financial oversight for the organization.

**TERM:**

- Two-year term, renewable and subject to board approval.

**QUALIFICATIONS:**

- Community oriented
- Self motivated
- Strong leadership skills and interpersonal skills
- Strong organizational skills
- Strong oral and written communication skills
- General understanding of the goals and ideals of CORTA, GTA, STA, and USTA

**DUTIES:**

- Attend all CORTA Board and Committee meetings (must attend at least 4 of 6 board meetings).
- Act as liaison between Finance Committee and the Treasurer.
- Chairs the Finance Committee. The Finance Committee shall consist of no fewer than three members, including the Chairperson. Suggested committee format: Finance Chair (board position), Finance Co-chair (one year term, renewable and subject to board approval), and one committee member.

**BOARD ROLE AND RESPONSIBILITIES:**

- Work to safeguard the organization's assets.
- Conduct annual review of financial policies and procedures; propose updates when necessary.
- Ensures accurate, timely and meaningful financial reports are prepared and presented to the board.
- Work with Treasurer and staff to propose for board approval a budget that reflects the organization's goals and board policies. Presentation to be made at December board meeting.
- Evaluate and recommend insurance coverage for the organization.
- Evaluate and recommend employee compensation and benefits.
- Evaluate and recommend staff incentive plans.
- Recommend employee bonus amounts.
- Perform other responsibilities as assigned by the board.
- Review annually the job description and suggest appropriate changes.
- Train elected successor.