## **BOARD MEMBER RESPONSIBILITIES**

**Chief Financial Officer**

**Chief Financial Offier shall:**

1. Attend all general meetings, board meetings, assigned committee meetings and special meetings of SFV-CAMFT. Notify President if unable to attend.
2. Coordinate with finance committee to manage all SFV-CAMFT funds as directed by the President and board to include but not limited to:
* Receive and deposit all funds paid to SFV-CAMFT and pay all bills within one week of receipt and approval (use the Chase App and online bill pay);
* Pay accounts as authorized in the approved budget. Expenses in excess of the budgeted amount and expenses not included in the approved budget shall be approved by the board;
* Use online bill pay through the bank to manage all checks issued for expenses.

 3. Once the President has added a new CFO to the bank account, visit a local bank branch to complete a signature card and receive access to the online account. Make sure the account is set up with alerts for any payments over $250.

4. Process credit cards for walk-in attendees at chapter meetings.

5. Present a written financial statement at each Board meeting including a profit and loss, balance sheet, and updates on Edward Jones investments.

6. Collaborate with bookkeeper to ensure Chart of Accounts is updated, and pull monthly investment report and forward to bookkeeper.

7. Work with the bookkeeper to audit financials and draft a budget. Present budget to board in November for following calendar year, and prepare an annual financial report, to be made accessible to the membership, before the January experiential event.

8. Oversee the filing of state and federal taxes.

9. Manage insurance policies, and maintain hiking group waivers in email folder.

10. Monitor reserves as outlined by the Chapter Reserve Policy

11. Check designated chapter email at least two times a week (every 3-4 days) to keep up with all chapter correspondence.

12. Maintain and transition complete records to the incoming CFO by updating the CFO binder, utilizing email folders, and placing copies of chapter documents in the appropriate shared Google Drive folder, in order to maintain historical information.

*I have read and understand the responsibilities for this position and will serve my elected term for the year\_\_\_\_\_\_\_\_.*

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| Print Name |  | Signature |  | Date |