

STL-ODN

St. Louis Organization Development Network

Finance Chair's Role Description & Responsibilities

Overview of Expectations

The STL-ODN Executive Team (ET) is responsible for providing overall leadership and strategic direction for the ongoing operation and health of the organization. The STL-ODN is run exclusively by volunteers, and ET members have a critical stewardship role. ET members are expected to act collaboratively in the achievement of the organization's goals, in alignment with the overall strategic agenda. In addition to the shared responsibility for establishing and maintaining the strategic direction of the organization, each ET role has specific responsibilities.

Role Description

The Finance Chair/Treasurer serves as an ET member and Chief Elected Financial Officer for a minimum term of two years, preferred term of three years. He/she is responsible for recommending, updating and monitoring STL-ODN financial policies, representing the best interests as it pertains to fiscal responsibility, the financial soundness of the organization and the prudent application of funds in keeping with the goals, objectives, policies and strategic direction established by the ET. This person is the formal spokesperson to the STL-ODN on all financial matters.

The ET holds regular monthly meetings, and typically 2 meetings for transition and strategy planning. Assuming a match of skills and interests to our needs, preference for ET membership is given to individuals who have been active in the local OD community (members for at least 6 months, volunteers, and attendees of our events). All must be members in good standing.

Role Responsibilities

1. Manage the overall fiscal health of the organization, working with the ET to set targets and plans for use of funds to enable value creation for members and sustainability.
2. Track expenses and revenue.
3. Provide monthly expense/revenue report to the ET (upload in Dropbox shared folder prior to the monthly ET meeting; Secretary will append to the minutes as an addendum).
4. Prepare end of term expense/revenue report for the ET that captures all activity for the term. This report along with a text summary should be prepared for potential sharing with members in the President's note.
5. Deposit membership dues, meeting fees, and other revenue.
6. Manage bank account and check card.
7. Pay bills. (2 hours/year)
8. Prepare profit and loss statements for the ET. (1.5 hours/month; 2.5 hours/month with conference)
9. Prepare and maintain tax documentation, maintain tax exempt status.
10. Prepare and audit financial policy as needed. This includes program cancellation policy.
11. By August 1 of the active term, provide copies of monthly reports and any other important notes to the President for inclusion in the President's Book. (5 hours/year)
12. Registration responsibilities for monthly meetings, conferences and other STL-ODN events (shared with Membership Chair): (1 hour/month)
 - a. Coordinate Authorize.net., insuring the organization is paid.
 - b. Prepare meeting roster, name badges, and receipts.
 - c. Serve as a greeter at the registration desk.
 - d. Collect meeting fees.
 - e. Balance fees received with attendance.