

AIGA DFW Treasurer

Minimum Tenure: 2 years

Maximum Tenure: 4 years

Mission

Ensure the ongoing financial viability of the chapter, and oversee the responsible use of the memberships' financial resources to further our mission of supporting the Dallas/Fort Worth design community.

Responsibilities

- Reports monthly to the Board of Directors, quarterly to the general membership, and biannually to the advisory board, the financial standing of the chapter
- Reimbursement of chapter expenses to volunteers as necessary, maintaining a <30 Day Service Level Objective
- Track all expenses and income transactions on a monthly basis
- Monitor online store and add each month's sales to the order tracking spreadsheet prior to each board meeting.
- Preparation of detailed financial records to facilitate analysis of cost effectiveness of individual initiatives (events, promotions, relationships, etc)
- Management of relationships with financial institutions
- Hold members of the board and committees accountable for following financial practices and policies established by the board
- Plan future financial stability and investments for the chapter
- Make deposits and pay expenses for the chapter
- File chapter taxes, prepare 990, and file an annual report with AIGA national

Skills + Traits

- General business management and accounting skills
- Finance and investment knowledge
- Ability to balance individual and group budgets with overall short and long term budgets
- Familiarity with 501(c)3 regulations