



## **AIGA Minnesota Job Description Treasurer**

### *Purpose of Position*

To oversee the overall financial health of the Chapter and act as advisor to and liaison between Chapter board and Chapter financial resources and systems. Advise board in financial matters to ensure that Chapter programs and activities are fiscally viable; establish long-term financial goals for the Chapter; and ensure alignment of local financial goals with national AIGA initiatives as well as local Chapter purpose statement.

### *General Responsibilities*

1. Monitor Chapter financial activity to ensure long-term stability and sustainability of Chapter finances
2. Manage chapter investment portfolio with investment advisor; maintain and adhere to Chapter investment policy, making any necessary changes to portfolio mix to reflect current economic environment
3. Provide administration for Chapter's bank accounts
4. Ensure Chapter financial goals are established and communicated to the board, national, and external partners
5. Work with bookkeeper to generate monthly financial statements including year-to-date income and expense, monthly income and expense, and investment balances
6. Ensure finance report generated for monthly board meetings; lead discussion
7. Monitor actual expenses against projected budgets
8. Ensure annual budget projections are available to the Chapter board for review and approval by Chapter planning meeting/retreat
9. Sign Chapter checks as needed and use chapter credit card as needed to pay for programming or board expenses
10. Serve on Executive Committee and attend monthly committee meetings
11. Evaluate Chart of Accounts and advise as needed
12. Work closely with national/financial resources to identify best practices
13. Review Finance Resource Book in Chapter Workroom
14. Participate in AIGA national Finance Discussion Group as needed

### *Required Areas of Expertise and Work Experience (required)*

1. Minimum 10 years financial experience in any professional practice, or 5 years with formal training in budgeting process and financial systems
2. Financial and/or business management experience, including accounting, banking, financial advisory or entrepreneurship experience or related
3. Ability to read, understand and explain financial reports

### *Critical Knowledge and/or Skills (preferred)*

1. Knowledge/experience in QuickBooks
2. Ability to lead cross-functional teams
3. Good communication skills



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4. Previous non-profit board experience a plus

*Teams & Resources*

1. Financial Resources (bookkeeper, CPA, Agents, etc.) – serve as board liaison, ensuring activities and expenses align with Chapter financial goals
2. Chapter Directors – be available to Chapter directors, volunteers to advise on budgeting as well as profitability and viability of operations as needed
3. Executive Committee – ensure Chapter efforts align with Chapter financial goals

*Powers, Nomination and Term*

1. **POWERS:** Voting member of the AIGA Minnesota board of directors.
2. **NOMINATION:** Nominated by any AIGA Minnesota member or self-nominated for consideration by the AIGA Minnesota nominating committee; appointed to the slate by the nominating committee; ratified to serve on the board by majority vote of the membership.
3. **TERM:** 2 years, with option to reapply for second and third term. Not to exceed maximum of 6 consecutive years of (voting) Chapter board service.