



Women in Cable
Telecommunications™
Rocky Mountain

WICT RM Chair, Finance

RESPONSIBILITIES:

- Assist the Director, Finance in maintaining the accounting and other financial records of the designated chapter.
- Assist in working in unison with the Chapter President to implement the annual budget and strategic plan
- Ensure the review and complete understanding of WICT National's internal control document.
- Attend the annual WICT National Financial webinar.
- Assist the treasurer in Working in unison with WICT National to ensure timely submissions and document records, as requested.
- Assist the Director, Finance in monitoring all chapter bank accounts.
- Assist the Director, Finance in depositing all income and writing checks in timely fashion.
- Assist in providing written monthly financial reports in preparation for regular Chapter Board meetings.
- Keep board members informed as to the chapter's financial status on a regular basis.
- Assist Director, Finance in Chapter spending decisions.
- Through planning, monitoring and working with the treasurer, assures that adequate resources are available to fund chapter programs.
- Participate in Board meetings and/or conference calls, as necessary.
- Work with incoming President and Director, Finance to assure smooth transition of financial matters.
- Be responsible for filing Year End financial report, budget and financial summary with WICT National by stated deadline.
- Responsible for overseeing the reporting and revenue generating areas of the chapter.
- Be responsible for the implementation of Finance section of the MCBP.
- Responsible for collecting and consolidating the budget data from each functional area.

TIME COMMITMENT:

- All Board positions are a 2-year commitment
- Monthly Board Meeting
- Monthly Executive Meeting
- ~4 hours per week for different tasks assigned above
- Expectation to participate in WICT events whenever possible (~2 times per month)
- Additional time as needed

Email wict.rm.treasurer@gmail.com with your interest in learning more!