**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**](mailto:wict.rm.treasurer@gmail.com) **with your interest in learning more!**