

5. FINANCE COORDINATOR

1. **Appointment:**

A Finance Coordinator is appointed by the management team of each Region or Area. She is appointed for a two-year term, and may serve no more than three consecutive two-year terms on the Regional/Area Management Team.

2. **Typical Duties:**

- a. Ensures that all financial resources of the Region/Area are accounted for in an effective and efficient manner.
- b. Coordinates the long-range financial plan in conjunction with other team coordinators.
- c. Prepares and submits the annual budget for the Region/Area.
- d. Manages bank accounts and investments and keeps accurate and current records of all financial transactions.
- e. Receives all funds paid to the Region/Area and issues all payments.
- f. Negotiates contracts for equipment and services required by the Region/Area.
- g. Holds sole authority to sign contracts on behalf of the Region/Area.
- h. Coordinates projects to raise non-dues income.
- i. Presents a report on the Region's/Area's financial condition at meetings of the management team.
- j. Prepares an annual financial statement for submission to the Director of Finance and Administration at International headquarters.
- k. Submits accounting records for audit at the close of the fiscal year to a qualified person (or persons) selected by the management team or for examination or audit at any time as directed by the team.
- l. Files Annual 990 tax form (United States Regions) with the Internal Revenue Service by September 15 for the preceding year ending April 30.
- m. Files an annual financial report (Areas) with the Director of Finance and Administration at International headquarters by September 15 for the preceding year ending April 30.
- n. Provides advice and training to chapter treasurers and serves as a resource to chapters with financial questions.
- o. Provides financial information necessary to complete applications for corporate gifts/grants.

5. FINANCE COORDINATOR (Continued)

3. **Responsibilities:**

Each Regional/Area Management Team member is responsible for:

- a. Maintaining contact with appropriate staff members at International headquarters.
- b. Maintaining comprehensive records and forwarding materials to her successor.
- c. Training her successor.
- d. Appoints staff to assist with the implementation of responsibilities as needed.