

Finance Chairperson Position Description

PURPOSE:

To assist the Treasurer in providing financial oversight for the organization

TERM:

Two year term, renewable by mutual decision of the member and the Nominating Committee, subject to Board approval.

QUALIFICATIONS:

- Community oriented
- Self-motivated
- Strong leadership skills and interpersonal skills
- Strong organizational skills
- Strong oral and written communication skills
- General understanding of the goals and ideals of CORTA, GTA, STA, and USTA

DUTIES:

- Attend all CORTA Board and Committee meetings (must attend at least 4 of 6 board meetings)
- Chairs the Finance Committee. The committee shall include no fewer than three members, including the chairperson. Suggested committee format: Chair (board position), Co-chair and one committee member.
 - Staff liaison to serve ex-officio and shall record the minutes of the meeting.
- Determine frequency of committee meetings and schedule according to need
- Act as liaison between Finance committee and the Board of Directors
- Provide information for inclusion in Meeting Packets.
- Report on Committee activity at meetings
- Submit articles for publication in CORTA newsletter, when appropriate
- Perform other responsibilities as assigned by the Board.
- Conduct annual review of position description; suggest appropriate changes to Governance Chair
- Serve as mentor/resource to elected successor.

RESPONSIBILITIES:

- Work to safeguard the organization's assets.
- Conduct annual review of the Financial Policy and Procedures document; propose updates when appropriate.
- Ensures accurate, timely and meaningful financial reports are prepared and presented to the board.
- Work with Treasurer and Executive Director to prepare a budget for board approval.
 - Budget should reflect goals and board policies.
 - Presentation to be made at December board meeting.
- Evaluate and recommend insurance coverage for the organization.
- Evaluate and recommend employee compensation and benefits.
- Evaluate and recommend staff incentive plans.
- Recommend employee bonus amounts.
- Work together with other volunteers and staff in the spirit of cooperation and teamwork.

"To promote and develop the growth of tennis"