ACSN
ALUMNI CAREER SERVICES NETWORK

Board Position Description:
VP FINANCE

Responsibilities:

OVERSIGHT AND STEWARDSHIP OF ASSOCIATION FINANCES

- MONTHLY:
  - Serve on ACSN Board and provide regular updates
  - Partner with the association's management company, currently Chicago Association Management (CAM), to provide financial oversight
  - Serve as a primary officer to sign-off on financial matters
  - Evaluate need for and develop any associated processes to support the budget process
  - Develop annual budget for review and approval by the Board
  - Create folder in the ACSN Google drive for current year; new fiscal year begins 9/1.
  - Work with CAM to close out previous fiscal year and prepare end of year (EOY) reporting and 990 form (a tax form for non profits)
  - Review and approve invoices from CAM
  - Review and approve other expenditures over $500 and submit to Executive Committee for approval
  - Receive, review, and monitor monthly financial reports; work with CAM to address any issues; share reports with the full Board and address any Board questions during meeting.

- SUMMER/CONFERENCE:
  - Provide written year-end summary report for Annual Report
  - Attend annual in-person Board meeting at annual conference

ANNUAL BUDGET MANAGEMENT

- FALL:
  - Work with Conference Chair to draft next year's budget by 10/31 or 9 months prior to conference start
  - Monitor monthly budget performance
  - Work with Executive Committee to approve any new/$500+ budget expenditures

- SPRING:
  - Final conference budget due 1/31
  - Begin working with Board members on their individual unit budgets
  - Monitor monthly budget performance
  - Work with Executive Committee to approve any new/$500+ budget expenditures

- SUMMER/CONFERENCE:
    - Present budget draft to Executive Committee for final approval
    - Present approved budget draft to full board during conference
    - Vote to approve budget during conference or at next board meeting if changes are needed
    - Monitor monthly budget performance
    - Work with Executive Committee to approve any new/$500+ budget expenditures

Position Term

2 years

Meetings

The VP Finance attends monthly ACSN board meetings & Executive Committee meetings

If you enjoy using the following skills, this role may be for you:

- Decision making, critical thinking, technology savvy
- Ability to give feedback
- Organizational skills and highly detail oriented
- Strategic mindset
- Active listening skills
- Team player, partnership approach, tact
- Develop rapport and relationships
- Experience with budgeting, financial reporting, auditing

ACSN Mission

The Alumni Career Services Network (ACSN) supports and enhances the development of alumni career services practitioners by providing meaningful opportunities for professional growth and networking while demonstrating the value of alumni career services to key stakeholders.

ACSN Vision

ACSN will become the premiere global thought leader in our field by promoting best practices and the value proposition of alumni career services. ACSN will cultivate strong relationships with corporate partners, colleges and universities and other key influencers to advance our profession and the delivery of services to alumni.