

AIGA DFW Treasurer

Minimum Tenure: 2 years

Maximum Tenure: 4 years

Mission

Ensure the ongoing financial viability of the chapter and oversee the responsible usage of the chapter's financial resources to further our mission of supporting the local design community while maintaining long term sustainability

Responsibilities

- Reports the financial standing of the chapter monthly to the Board of Directors, biannually to the advisory board, and annually to the general membership
- Timely payment of invoices and chapter expense reimbursements
- Accurate documentation all expenses and income transactions on a monthly basis
- Monitor online store and add each month's sales to the order tracking spreadsheet prior to each board meeting
- Preparation of detailed financial records to facilitate analysis of cost effectiveness of each program / initiative / partnership
- Management of relationships with financial institutions
- Hold all members of the Board of Director and all Program Chairs accountable for following financial practices and policies established by the board
- Plan future financial stability and investments for the chapter by analyzing yearly income sources
- Make deposits and pay expenses for the chapter
- File chapter taxes, prepare 990, upkeep W9, and file annual report with AIGA national
- Attend one board meeting per month and applicable sessions of the annual retreat

Skills + Traits

- General business management and accounting skills
- Finance and investment knowledge
- Ability to balance individual and group budgets with overall short and long term budgets
- Familiarity with 501(c)3 financial regulations