



## **AIGA Dallas Treasurer**

*Minimum Tenure: 2 years*

*Maximum Tenure: 4 years*

### **Role Purpose**

The AIGA Dallas Treasurer ensures the financial health, transparency, and long-term sustainability of the chapter. This role oversees all financial operations, safeguards responsible use of funds, and supports strategic decision-making by providing clear financial insight that enables the chapter to fulfill its mission in support of the local design community.

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### **Core Responsibilities**

#### **Financial Oversight & Reporting**

- Report the chapter's financial standing:
  - Monthly to the Board of Directors
  - Biannually to the Advisory Board
  - Annually to the general membership
- Maintain accurate, up-to-date financial records documenting all income and expenses on a monthly basis
- Prepare detailed financial summaries to evaluate the cost-effectiveness of programs, initiatives, partnerships, and events

#### **Budgeting & Financial Planning**

- Monitor income sources and expenses to support short- and long-term financial stability
- Analyze annual revenue streams and provide recommendations for future financial planning and investment strategies
- Hold Board members and Program Chairs accountable to approved budgets, financial policies, and spending procedures

#### **Payments, Reimbursements & Transactions**

- Ensure timely payment of invoices and processing of expense reimbursements
- Make deposits and manage outgoing payments on behalf of the chapter

- Monitor the chapter's online store and update monthly sales figures in the order-tracking spreadsheet prior to each board meeting

### **Compliance & Financial Administration**

- Manage relationships with financial institutions
- File required tax documents and reports, including:
  - Annual tax filings and Form 990
  - Maintenance of W-9 records
  - Annual reports required by AIGA National
- Ensure compliance with 501(c)(3) financial regulations and nonprofit best practices

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### **Collaboration & Reporting**

- Works closely with the President and Executive Board to align financial strategy with chapter goals
- Partners with Program Chairs to ensure financial clarity and responsible budget management
- Provides clear financial guidance to support decision-making across the organization
- Serves as the primary financial steward and point of accountability for the chapter

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### **Time Commitment**

- **Monthly:**
  - One board meeting
  - Financial reconciliation and reporting
- **Ongoing:**
  - Expense processing, deposits, and financial tracking
- **Annual:**
  - Tax filings and financial reporting
  - Participation in applicable sessions of the annual board retreat

Time commitment may increase during budgeting cycles, audits, or major initiatives

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## Skills & Traits

- Strong general business management and accounting skills
- Knowledge of nonprofit finance, budgeting, and investment principles
- Ability to balance individual program budgets with overall short- and long-term financial goals
- Familiarity with 501(c)(3) financial regulations and compliance requirements
- Highly organized, detail-oriented, and dependable
- Comfortable holding peers accountable to financial policies
- Clear communicator with the ability to translate financial data into actionable insight

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## Measures of Success

- Financial records are accurate, timely, and transparent
- Board members and Program Chairs follow established financial policies
- Invoices and reimbursements are processed promptly
- Tax filings and compliance requirements are completed on time and without issue
- Financial reports support informed decision-making by leadership
- Chapter maintains financial stability and reserves aligned with long-term goals