**Vice President for Finance and Treasurer**

**Higher Education User Group**

**Purpose**

The HEUG is governed by a Board of Directors. The Board consists of sixteen Directors elected by the HEUG membership, one to five Directors appointed by the HEUG President with the approval of the Board, and the Past President. Elected Directors serve for a term of three years and may serve no more than two consecutive terms. The President of the HEUG is elected by the Board of Directors for a one-year term, and may serve at most two terms as President. The remaining Officers of the Board are nominated by the President and approved by the Board, and consist of the following:

* Vice President for Communications and Membership
* Vice President for Community Development
* Vice President for Products
* Vice President for Technology
* Vice President for Administration
* Vice President Finance/Treasurer
* Secretary
* Alliance Conference Chair
* Executive Director (non-voting)

This description addresses the role of the Vice President of Finance and Treasurer.

**Key Responsibilities**

Specific to this role:

* Acts as chief financial officer and Treasurer for the HEUG and has authority to sign contracts.
* Manage/supervise the Assistant Treasurer.
* Maintains the accounts of the HEUG.
* Acts as custodian of the assets of the HEUG.
* Publishes a statement of funds for all business meetings.
* Prepares an annual budget submitted to the Board of Directors for approval.
* Prepares annual financial statements for review by an external auditor and approval by the Board of Directors.
* Prepares and provides documentation for filing of all required government or regulatory report forms.
* Serves as a member of the Alliance Conference Planning team and assists the Chair on budget preparation and review.
* Serves as a financial resource for domestic and international HEUG communities, specifically regarding regional conference planning activities.
* Serves as an ad hoc member of the Audit and Finance committee for the HEUG; provides documentation and support to the committee, as requested.
* Serve on various work groups, committees and performs other tasks as assigned by the President.

All Officers responsibilities

* Attends monthly Board conference calls.
* Attends monthly Executive Officers conference calls.
* Attends 3 in person board meetings (including Alliance).
* Attends up to 3 of Executive Officers meetings.
* Prepares and recommends budget for area of responsibility.
* Reviews and approves expenses related to their budget.
* Reviews financial reports monthly.
* Files personal expense reports within 30 of days after expense/event occurs.