

V P Finance Toledo APICS

Michael D Wheatley, CPIM
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All positions of the Board of Directors for the Toledo chapter of APICS are voluntary. While they are somewhat demanding at times, the association is very rewarding. No board member is expected to operate in isolation and has the full support of the board.

The V P Finance is responsible for managing and maintaining the financial affairs of the chapter. This position is key to providing financial support to the Chapter Board of Directors and works closely with the Chapter President and V P Administration.

The following is a list of duties that the chapter wishes be performed by this position:

- Create the annual Financial Budget.
- Create the monthly Financial Reports.
- Create annual tax reporting for the Internal Revenue Service.
- Pay all expenses incurred by the chapter.
- Invoice Receivables.
- Manages the checking account, Savings, Credit card, and the financial investments tools of the chapter.
- Attend monthly Board of Directors meetings.
- Attend Mid-Atlantic District conferences as board recommends.

Requirements for this position:

- Must be a member of the Toledo chapter.
- Attend at least two board meetings prior to accepting V P position.
- Possess basic PC skills.
- Familiarity with or the ability to learn chapter financial software.