

## **VICE PRESIDENT OF FINANCE: *(Elected Position)***

**Purpose:** The VP of Finance shall be the Chief Financial Officer of The Metro South Association of REALTORS® and shall serve as a liaison between the Budget and Finance Committee, the Executive Committee, and Board of Directors.

**Term:** One (1) Year.

**Reporting:** To the Executive Committee and Board of Directors.

### **Duties and Responsibilities:**

- Serves on the Executive Committee and the Board of Directors.
- Serves as Chair of the Budget and Finance Committee.
- Serves on the Administration and Operations (A&O) Committee.
- Serves on the Strategic Planning Committee.
- Maintains accurate accounts of the receipts and disbursements of the funds of The Metro South Association of REALTORS®.
- Insures that all monies and other valuable effects of the Association are maintained in such depository as may be designated by the Board of Directors and shall cause proper vouchers for such disbursements to be deposited.
- Insures a detailed record of income and expenses and renders a statement of The Metro South Association of REALTORS® accounts to the Board of Directors.
- Insures that accounting procedures of The Metro South Association of REALTORS® are aligned, as much as possible, with the Committees of the Association.
- Prepares the Annual Budget of the Metro South Association to consist of the anticipated income by accounting category, the anticipated expenses by accounting category and time-frame, the authority to obligate funds by Officer and Committee, and the frequency of that authority. Such budget to be approved by the Board of Directors.
- Renders to the Board of Directors, whenever they may require, an accounting of all transactions and the financial condition of The Metro South Association of REALTORS®.
- Attends the Metro South Association Annual Leadership Development Training and the Association's Broker Council events.
- Performs such other duties as directed by the President, the Executive Committee or the Board of Directors.
- Serves as the Treasurer of The Metro South Association of REALTORS® EDUCATION FOUNDATION.