



**JUNIOR LEAGUE OF
BUFFALO**

Women building better communities

JOB DESCRIPTION

Title: Financial Vice President
Member: Financial Council

Goal: To guide the Financial Council in its purpose of fundraising, managing and investing Junior League funds. To assist in the development of a long term financial plan for the Junior League and monitor adherence.

Duties:

- Chair monthly Financial Council meetings and coordinate activities of the council
- Oversee financial procedures of all Fundraisers and supervise all financial aspects of League
- Provide a monthly review of financial statements prepared by Financial Manager/Treasurer to the Board. Review actual versus budget to make sure line items are on budget
- Acts as advisor to the Treasurer of any League fundraiser
- Responsible to ensure general membership and Board are educated and have a general understanding of the financials of the Junior League
- With the Treasurer, supervise the Financial Manager/Book keeper
- Project and plan for purchases of office equipment
- Responsible for hiring auditor, investing money, negotiating contracts and keeping the JLB adequately insured
- Prepare annual budget and present it for vote to membership.
-Chair budget meeting with Vice Presidents of Council, President and President-Elect
- Manages property manager and brings property manager's concerns and requests to the board
- Oversee payment of Show House Proceeds to recipient. Review expense submissions from recipient for adequacy. Monitor balance due to recipient
- Member of Ad Hoc Transition Team
- Member of Ad Hoc Project Evaluation Committee
- Member or appoints council member to Ad Hoc Community Assistance Committee
- Member or appoints council member to Show House Proceeds Committee
- Submit monthly article in Perspectus on financial overview, etc.

Time Involvement:

- Monthly general meetings
- Board meetings
- Financial Council meetings
- Ad Hoc Transition Team meetings
- Ad Hoc Project Evaluation Committee meetings
- Ad Hoc Community Assistance/Small Grants Committee and Show House Proceeds Committee meetings if designated member. May send Council member instead
- 5 hours per week at home

Experience:

Would suggest this position for a member who demonstrates strong financial, organizational, communication and people skills. It is a wonderful way to be a part of the core of the organization and really get a feel for what is going on within the League. As this is a Board position, it involves discussion and debate and the individual should have a well-rounded view of League.