



## **OFFICER JOB DESCRIPTION**

### **FIFTH VICE PRESIDENT**

### **BUDGET**

#### **BYLAWS: ARTICLE V: OFFICERS \_ SECTION 6. DUTIES OF OFFICERS**

##### **F. The FIFTH VICE PRESIDENT shall:**

1. Serve as chairman of the Budget Committee during his/her term of office which shall prepare a yearly budget to submit to the Board of Directors for approval.
2. Meet with the Budget Committee during the year to recommend adjustments that may be necessary.
3. Sign, with the Treasurer, in the absence of the President, or with the President in the absence of the Treasurer, any withdrawals of funds.
4. Performs all such other duties assigned to her by the President or the Board of Directors.

##### **DUTIES OF THE FIFTH VICE PRESIDENT**

1. Serves as chairman of the Budget Committee. The Budget Committee shall consist of not more than nine Board members: the President, the Fifth Vice President, the immediate past Fifth Vice President, the Fourth Vice President (NIOA<sup>®</sup>), the Treasurer, the Assistant Treasurer, NIOA, and three members appointed by the chairman. The Fifth Vice President also serves on the Treasurer's Advisory Committee.
2. Meets with former Budget Chairman before taking office, to review the job. This is important because many things are not written down and financial needs fluctuate from year to year.
3. The Budget Committee prepares an annual budget to present to the Board of Directors at the July meeting and meets monthly to receive and allocate requests for additional funds and to recommend adjustments that may be necessary.
4. Reports to the Board of Directors monthly on budget matters.
5. Meets regularly with Society Bookkeeper.
6. Assists President and Executive Director with insurance portfolio and tax matters.
7. Provides a monthly financial report to each committee chairman and officer as applicable.
8. Works with Society's auditor as necessary on budget and financial matters.
9. Meets with successor before leaving office in order to review duties and concerns that may have come up during the year.
10. Files a final report of the committee's activities before the annual meeting.