



## **Pink Boots Society Chapter Finance Liaison**

The Chapter Finance Liaison is an important bridge between the chapter and the national organization. The primary duty is to oversee and manage the Chapter's Reserved Funds held for the chapter by the national organization. The Financial Liaison will review and approve Chapter Reserved Fund reports from the national organization, approve deposits and disbursements as well as provide monthly and quarterly chapter reports. This important position of Chapter Financial Liaison will also sit on the Pink Boots Society National Finance Committee.

### **Position Description:**

The Chapter Finance Liaison will 1) oversee the use of the restricted funds held by the national organization 2) become a part of the overall finance oversight by joining the Pink Boots Society National Finance Committee.

### **Duties and Responsibilities** (Other duties may be assigned as appropriate)

- Ambassador on behalf of the chapter, providing leadership and direction, while working alongside the chapter leadership team.
- Collaboration and two-way communication to the National Chapter Finance Liaison
- Monthly review and approval of the chapter's reserved funds ledger
- Approve chapter specific expenditures and deposits
- Develop a chapter annual budget for the creation and use of reserved funds
- Monthly and/or Quarterly review of the national financial statements and reports information back to the chapter
- Membership on the Pink Boots Society National Finance Committee, including participation in Monthly and/or quarterly calls or subsequent call recordings
- Prepares monthly and/or quarterly reports, as requested and listed in the Chapter Finance Liaison Toolkit, to the national organization
- Financial project oversight as needed, including coordination with the Chapter Brew Day Liaison

### **Recruit**

- One Chapter Finance Liaison from any chapter holding reserved funds at the national organization
- 24-month term



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### **Provide**

- Ongoing support and guidance for Chapter Leader
- Chapter Finance Liaison Toolkit, tools, reports and monthly or quarterly committee calls

### **Qualifications**

- Basic knowledge of financial statements or willingness to learn
- Attention to detail

### **Skills**

- Proficient in basic computer applications such as word processing, spreadsheets and internet usage
- Record keeping skills
- Organization, planning and follow up skills
- Ability to effectively manage a wide array of tasks, projects, and responsibilities
- Ability to work productively in an unstructured environment with frequent interruptions

### **Time Commitment**

- 5 hours a month, maybe a little more in the beginning, and during local events.