



## Vice President for Administration

### Eligibility & Description

Elected officers shall be members in good standing of APA. Membership of AICP is desirable. Additional qualifications and requirements are as follows:

#### **Duties of the Vice President (VP) for Administration**

The duties of the VP for Administration shall be to:

1. Coordinate and oversee the financial and administrative activities of the Chapter by working with the Chapter staff to:
  - a. Maintain the general funds and accounts of the Chapter and be responsible for their security.
  - b. Make the payment of staff salaries and other benefits authorized by the Board.
  - c. Perform an external audit of the Chapter books and accounts by the Chapter's outside accountant, at times directed by the Board.
  - d. Provide the Board with quarterly reports of the income and expenditure status of the annual budget and a financial statement indicating the status of the Chapter accounts.
  - e. Prepare and submit to the Board a year-end financial report indicating the final status of the Chapter budget accounts, including deficits or carryovers that may occur.
  - f. With assistance from the Chapter staff, prepare and submit an annual budget for Board approval.
  - g. Regularly evaluate and update the Chapter Financial Policies.
  - h. Conduct long range forecasting and programming in cooperation with Chapter staff.
  - i. Conduct meetings with Section Treasurers at the Chapter conference or as needed.
2. Prepare and submit an annual Chapter report for Board approval.
3. Conduct contract review evaluations with the President and Vice-President applicable to each contract.
4. Perform any other duties assigned by the Board.

In the event the VP for Administration resigns or is removed from office in mid-term, an external audit may be authorized by the President.