



# INTERNATIONAL

## ACAC

INTERNATIONAL ASSOCIATION FOR  
COLLEGE ADMISSION COUNSELING

Vice President for Finance

3-year term

### **Responsibilities**

1. Serves as chairperson of the Finance Committee. The Finance Committee:
  - a. Makes budget estimates;
  - b. Recommends to the Executive Board investment and audit policies and supervises all other International ACAC financial matters, as well as preparing financial reports for the Executive Board; and
  - c. Develop a budget to be approved at the Executive Board meeting held during the NACAC conference.
2. Provides fiscal oversight (checks and balances) for the Executive Director and reviews financial transactions;
3. Reports on the financial condition and results of operations of International ACAC to the Executive Board and general membership in meetings and written communications;
4. Calls, plans, and organizes all Finance Committee meetings; and
5. Serves as a member of the Executive Board

**Required Knowledge/Skills:** The VP for Finance needs to have basic accounting/bookkeeping skills. Although the Executive Director is responsible for the day-to-day financial activities of International ACAC, the VP for Finance provides checks and balances to ensure that both the Executive Director and Executive Board are fiscally responsible.

*Time Commitment: NACAC Conference (7 days), International ACAC Conference (7 days), planning and preparation (3-8 hours per week).*