



2020 Board Responsibilities

All members of the board of directors of AIA Atlanta have legal, fiduciary responsibilities mandated in Georgia state law. These responsibilities are consistent across any person in Georgia serving on a nonprofit board of directors.

These items will be listed on the landing page on the website for board nominations, and in the communications sent to the membership.

Also, the Nominations Committee will share this page with all potential nominees that engage in discussions with any member of the committee. These responsibilities are:

Fiduciary Responsibilities

- Setting the strategic vision for AIA Atlanta and working with other board members and staff to set the scope of activities of the organization
- Providing fiscal and fiduciary oversight of AIA Atlanta and ensuring that the organization is utilizing its resources, both staff and financial, in ways consistent with the strategic vision and scope of work
- Act as a public face of AIA Atlanta, attending public events, meetings, etc., as needed by the organization



Officer: Treasurer

This position is a two-year term.

Responsibilities

- Oversee and monitor the financial affairs of the Chapter
- Supervise financial affairs of the Chapter as required by the AIA Atlanta bylaws
- Keep the Board of Directors advised on fiscal issues of the chapter

Accountability

- AIA Atlanta Executive Committee
- AIA Atlanta Board of Directors
- AIA Atlanta membership
- AIA Atlanta staff

Specific Duties

- Leads the effort to compile the chapter's annual budget, working closely with the staff, other board members, and committee leaders
- Reviews monthly financial reports with Executive Director and presents monthly financial report to the board
- Co-signs checks with amounts greater than \$3,000
- Works with staff to ensure that all necessary tax filings are made at all levels
- Reviews federal, state and local tax returns with accounting and Executive Director and signs as required
- Develops and implements investment strategy for chapter's reserves
- When appropriate, initiates an audit process of the organizations financial records and/or operating procedures

Working Relationship With

- AIA Atlanta Executive Committee
- AIA Atlanta Board of Directors
- AIA Atlanta Executive Director and Staff
- Accountant, bookkeeper and auditors

Skills/Knowledge Needed

- General knowledge of financial concepts and reporting options
- Willingness to learn the tax and financial requirements of nonprofit organizations at both a national and state level