

JOB DESCRIPTION – FINANCIAL VICE-CHAIRMAN

The goal of the Financial Vice-Chairman shall be to develop an annual budget of income and expenses for New England Swimming and to monitor the financial activities of New England Swimming in relation to its budget. The Financial Vice-Chairman is a member of the Board of Directors and is elected by the House of Delegates at its annual meeting in even-numbered years. He or she may serve in this capacity for two consecutive terms.

In addition to the duties and powers contained in Section 6.6.7 of the New England Swimming Bylaws, the Financial Vice-Chairman shall:

- Announce or request that the New England Office personnel announce in a timely fashion when budgets for all committees must be submitted.
- Prepare a preliminary fiscal year budget and present it to the Board of Directors for discussion at their March meeting. Revise the preliminary fiscal year budget as necessary and prepare a final fiscal year budget for presentation to the House of Delegates for approval at the annual meeting in May.
- Prepare a comparison of the prior fiscal year budget to the prior fiscal year actual financial performance of New England Swimming for presentation to the Board of Directors at their March meeting.
- Prepare a projection of the current year fiscal performance to the current fiscal year budget based on the year to date values at the end of February and anticipate income and expenditures for the remainder of the fiscal year for presentation to the Board of Directors at their March Meeting.
- Arrange with the Treasurer and New England Office personnel to have an annual review of the New England Swimming financial statements in accordance with the requirements of the New England Swimming By-laws and requirements of the Commonwealth of Massachusetts.
- Review and make recommendations on major expenditures when requested to do so by the Board of Directors.