



Board of Directors 2008

Vice Chairs

In absence or disability of the Chair, the Vice Chair performs all duties of the Chair, and when so acting is subject to all the same restrictions.

Vice Chair – Finance

Is responsible for the overall stewardship of the AFE finances, and the oversight of the handling of, investment strategy, financial statement preparation and reporting, annual certified audit, reporting to the Board financial position and trends

TASKS

- Oversees AFE's financial operations.
- Supervises the collection and reporting of all income and expenditures and ensuring proper accounting procedures for the handling of AFE's funds in banks approved by the Board of Directors.
- Serves as an available signatory if needed for promissory notes, orders for the payment of money, and other evidence of indebtedness of AFE.
- Reports on the financial condition of AFE at meetings of the Board of Directors and at other times when called upon.
- Oversees preparation of the annual audit, which is conducted by a certified public accountant.
- Leads in the formulation of goals and ideas for the financial benefit of AFE.
- Reviews financial viability of the organization along with others to strengthen its position currently and in the future.
- Develops annual budget for approval by BoD