



Volunteer Position Description

Position Title: Finance Committee Chairperson

Purpose: The Chairperson of the Finance Committee is charged with carrying out the duties and responsibilities delineated within the committee's charter. The Committee is a standing committee that is appointed and charged with responsibilities associated with the stewardship of the organization's finances, including (but is not limited to) development of finance policies, processes and procedures designed to ensure compliance with generally accepted accounting procedures and other associated financial tasks.

Location: Virtual, anywhere in New Mexico

Key Responsibilities:

- Call and attend meetings of the Finance Committee as scheduled, at least monthly. (Attendance can be virtual, via teleconferencing.)
- Develop goals consistent with the committee charter and the stated priorities contained therein.
- Direct the activities of committee members.
- Work closely with other committee chairpeople to develop organizational budgets.
- Develop long-term financial goals.
- Develop protocols to guide financial logistics within a distributed organization.
- Ensure compliance with applicable reporting requirements and deadlines.
- Provide feedback on accounting and bookkeeping questions and issues as they arise.
- Work closely with the LPNM Treasurer on all financial matters.
- Serve on the Steering Committee.
- Work within a social contract of voluntary collaboration, respectful debate and mutual decision-making.

Responsible to: Elizabeth Hanes, Chairwoman, Libertarian Party of New Mexico

Note: All volunteers serve at the pleasure of the Central Committee.

Length of Appointment: The Finance Committee Chairperson shall be appointed for an initial term of 1 year. Appointments are subject to ratification by the Central Committee.

Time Commitment: 2 to 3 hours per month, minimum.

Qualifications:

- Must be a Caucus Member of the Libertarian Party of New Mexico.
- Deep knowledge and understanding of Libertarian principles and ethics.
- Background in accounting or finance preferred.
- CPA licensure OR college degree in accounting or financial management OR college level coursework in accounting or financial management preferred.
- Must have or be willing to obtain a Gmail address for collaboration purposes.
- Above-average communication skills to facilitate collaboration with other committee chairs.
- Passion for grassroots activism and desire to contribute to building a political party from the ground up.

College Credit: If a student desires to volunteer in exchange for college credit, we will gladly work with the institution to facilitate that.

Support: Support will be provided by the Steering Committee, the Central Committee and the Treasurer of the LPNM.

Dress Code: None for regular duties. For in-person meetings, kindly wear business dress or business casual.

Contact: Elizabeth Hanes, chairwoman, at chair@lpnm.us or 888-LPNM-NOW (576-6669)