

**ASSISTANT VICE PRESIDENT FINANCE
OFFICER RESPONSIBILITY SHEET**

- _____ Serve as the assistant to the VP Finance as necessary.
- _____ Serve as a member of the Finance committee.
- _____ Maintain a well organized folder, binder or file that includes everything someone would need to hold your office.
- _____ Train your successor.
- _____ Report to your committee chair (VP Finance) regularly.