

FIN - VP of Finance**Category: Finance**

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Reports to: President

Eligibility:

-
- Member in good standing
 - Previous service on Board of Directors, preferably in a financial capacity
 - Willing to give the time, energy, talents and enthusiasm required of the position
 - Good organizational skills and favorable emotional intelligence capabilities

General Responsibilities

-
- Serve as voting member of Board of Directors and Executive Committee
 - Chair the Budget & Finance Committee
 - Attend monthly board meetings, chapter events and committee meetings
 - Report on the strategies, successes and challenges of assigned committees to Board
 - Act as coach, advisor and counselor to assigned committees
 - Support and defend policies and programs adopted by the Board of Directors
 - Submit agenda items for Board of Directors meetings in advance of meetings
 - Manage the following budget line items:
 - **RAFFLE AND SILENT AUCTION INCOME**
 - **Associated MEETING REVENUE line items**
 - **MEETING EXPENSE – SPECIAL EVENTS**
 - **STRATEGIC ALLIANCES PROGRAM**
 - Ensure the fiscal responsibility of the committee(s) to which position is assigned.
 - Conduct transition meeting with successor
 - Perform other duties that may be delegated by the President and/or Board

Specific Responsibilities

-
- Manage and supervise chapter financial efforts, including:
 - Fundraising - fundraising events, auction
 - Special Events - gala, trivia night, special networking events
 - Strategic Alliances - Sponsorships, partnership marketing
 - Investments & Reserves - CDs, mutual funds, prudent reserve
 - Partner with Administrator to maintain proper accounting procedure for the receipt and handling of funds, maintenance of financial records, and paying all authorized invoices
 - Ensure safekeeping of chapter funds in such banks, trust companies, and/or investments as approved by the Board of Directors
 - Partner with Administrator to oversee renew of all permits
 - Partner with Administrator to prepare annual operating budget and ensure compliance once approved by the Board
 - Ensure chapter is incorporated according to chapter minimum bylaws
 - Partner with Administrator to comply with all governmental tax regulations and file chapter tax reports as required
 - Partner with Administrator to ensure chapter complies with MPI bonding requirements
 - Present up-to-date financial statements at each Board of Directors meeting
 - Research current funding, partnership and investment trends and topics pertinent to the chapter and report findings to Board of Directors

Time Commitment:

-
- Regular attendance at monthly meetings, Board meetings and Executive Committee meetings
 - Attendance at two Board retreats (1-2 days each)
 - Attendance at all official chapter activities and functions
 - Potential attendance at Chapter Business Summit, as directed by President

Job Description

- Maintenance of chapter financial records
- Committee activities (20 hr/mo)