**Vice President of Finance**

It is the responsibility of the Finance Vice President to advise the committee chair(s) of the budget parameters as they apply to the committee activities. Helps design a strategic financial plan for the chapter and insures that the business plan's financial objectives set forth by the Board of Directors are met in all areas and works with our accountant to file taxes annually. The VP of Finance manages our investments and reserves.

*General Responsibilities:*

* Attendance at monthly board meetings, board retreats, chapter events and committee meetings
* Read the MPISSN By-laws and Policies & Procedures
* Support and defend policies and programs adopted by the Board of Directors
* Potential attendance at Chapter Leadership Conference, as directed by President
* Ensure the fiscal responsibility of the Strategic Alliance Committee
* Conduct transition meeting with successor

*Specific Responsibilities:*

* Ensure annual taxes are completed and filed by end of September and submitted to HQ by October 1.
* Support Audit Chair and Committee in completing annual chapter audit and submit audit report to HQ by October 1.
* Support Director of Strategic Alliance, as well as Advertising and Sponsorship Committees
* Submit annual taxes and annual audit to the MPISSN board for review and approval.
* Report monthly on current financial status and highlights on financial activities from the previous month.
* Assist Director in recruiting & training advertising and sponsorship chair positions, as needed.