



Executive Committee - Vice President of Finance

Leadership Expectations

<i>Management</i>	<i>Leadership Skills</i>
<ul style="list-style-type: none"> ● Strategic Planning: work with the board to create and execute a 3-Year Strategic and Annual Business Plan ● Advise, support and develop board of directors in executing initiatives ● Assist in chapter budget development and fiscal planning ● Target future leaders within existing board, committees and membership ● Transition with incoming Vice President of Finance 	<ul style="list-style-type: none"> ● Facilitation ● Collaboration ● Delegation ● Mentoring ● Coaching ● Teaching ● Financial ● Motivational ● Conflict/Resolution ● Execution

Job Description

Term: One year or as determined by the Board of Directors and Chapter bylaws (July 1 - June 30)

Helpful Skills:

- Attention to detail, Knowledge of basic financial concepts, Basic knowledge of Quickbooks

Eligibility:

- Member in good standing
- Knowledge of the activities/affairs of the Greater Edmonton Chapter
- Willing to give the time, energy, talents and enthusiasm required of the position
- Previous service (when possible) on Board of Directors, preferably in a finance capacity

General Responsibilities

- Serve as voting member of Board of Directors and Executive Committee
- Chair the Budget & Finance Committee
- Act as coach, advisor and counselor to assigned committees
- Support and defend policies and programs adopted by the Board of Directors
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned.
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board

Specific Responsibilities

- Manage and supervise Chapter financial efforts, including:
 - Fundraising - fundraising events, auction
 - Special Events - trade shows, special networking events, etc.
 - Strategic Alliances - Sponsorships, Partnership Marketing
 - Investments & Reserves - CDs, mutual funds, prudent reserve
- 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
- Renew all permits and authorized post office boxes
- Prepare annual operating budget and ensure compliance once approved by the Board
- Ensure Chapter is incorporated according to Chapter minimum bylaws
- Comply with all governmental tax regulations and file Chapter tax reports as required
- 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
- Make each Director and Executive Committee aware when chapter is close to budgetary limits

Reporting Structure:

- Reports to: President
- Direct Reports: Director - Strategic Alliance

Commitment:

- Regular attendance at monthly events, Chapter activities and functions;
- Regular attendance at Board meetings and Executive Committee meetings
- Attendance at Board retreats (2 times per year)
- Attendance at Chapter Business Summit, as directed by President