

## **VP of Financial Affairs**

**Role Description:** The VP of Financial Affairs is a voting member of the Board of Directors who oversees the management of funds for duly authorized purposes of the Mid-Missouri Chapter.

**Role Commitment:** 2-year term, plus board member orientation prior to term

### **Responsibilities:**

- Handles all Chapter funds, including proper and timely deposit of receipts and disbursement of expenses.
- Maintains Chapter checking account to assure most efficient use of Chapter funds.
- Receives Chapter dues and meeting fees, and pays all bills in accordance with Board directives.
- Solicits and receives income from outside sources as directed by the Board.
- Maintains surveillance of Chapter mailbox and forwards contents to addressee.
- Arranges for up-to-date signature cards on all Chapter bank accounts. Authorized signatures to be President or Vice-President Financial Affairs.
- Provides budget input, income and expense, for areas of responsibility.
- Plans a budget with input from Chapter Officers. Budget planning to be completed prior to start of each fiscal year, which begins in January.
- Oversees the Financial Committee volunteers and selects its members. Enables the volunteers to serve in a useful capacity to the chapter.
- Prepares financial status reports covering income and expenses as required by the President or Board or at least quarterly.
- Reviews, provides input, and final approval of contracts initiated on behalf of the Board.
- Prepares an annual report on financial activities of the Chapter to the membership, and forwards the report to the PMI Headquarters, as required, for Internal Revenue Service programs.
- Submits annual taxes to Internal Revenue Services.
- Works with the Board as necessary to maintain Chapter tax exemption certification according to state law.
- Prepares a financial report at the end of his/her term for audit.
- Maintains and delivers all permanent records and performs succession and transition plan to position successor.
- Supports and attends board meetings, strategic planning meeting, chapter annual meeting and all possible events as a visible member of the Board.
- Replies to board member emails within 3 business days for decisions required between Board meetings.
- Builds positive and productive relationships with members and volunteers.
- Updates policy and procedure documentation as needed.

### **Reward Opportunities:**

- Earn PDUs per PMI Guidelines
- Leadership Training
- Access to Leadership Institute
- Resume Reference
- Networking