

VP, Finance

Leadership Expectations

Management	Leadership Skills
<ul style="list-style-type: none"> • Strategic Planning: work with the board to create and execute a 3-Year Strategic Plan 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 • Schedule transition time with incoming Vice President of Finance 	<ul style="list-style-type: none"> • Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Motivational • Conflict/Resolution • Execution

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

Eligibility:

- Member in good standing
- Previous service (when possible) on Board of Directors
- Willing to give the time, energy, talents and enthusiasm required of the position

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 other duties that may be delegated by the President and/or Board

Specific Responsibilities: (to be determined based on individual chapter needs)

- Understand, manage and supervise the entire MPI Chapter Budget to include forecasting and actuals.

- Understand, maintain and supervise a separate (per event) Education and Networking Budget to include forecasting and actuals. Responsible for updated the board on revenues compared to goal.
- Make sure to ensure financial awareness to all of the MPI board by giving each department an update to where they are financially each meeting. Encourage accountability by sending out monthly financial statements and asking the department heads to fill in the actuals.
- Assist to ensure “income” financial goals are met. See budget for exact amounts. This includes but not limited to these areas: May Celebration, Sponsorship, and Education & Networking events.
- Be aware of all financial efforts of the chapter and their impact on the budget (fundraising, sponsorship, marketing, education, membership, etc). Make sure to advise accordingly in conversations.
- Contribute in brainstorming sessions to provide innovative ideas on how the chapter can increase revenues and/or cut back on expenses.
- Secure venues for the term to assist the VP, Events in completing the 18 month calendar.
- Knowledge of Membership & Sponsorships information.
- Be authorized signer for checks and finances
- Approve all check requests from all departments requesting funds
- Complete Board Trainings through MPI Global

Reports to: President

Time Commitment:

- Regular attendance at monthly meetings, chapter activities and functions; Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Potential attendance at Chapter Business Summit, as directed by President
- Attend VP of Finance Global Calls
- Attend All Hands Global Calls
- Attend monthly finance calls with Paragon and President

Resources/Forms

- P & L
- Departmental Budget Documents
- Request for Proposal for Venues
- 18 month calendar
- Check Requests Document
- Chapter Leader Resources Page
- Chapter Dashboard

- Google Drive
- Board Reports
- Business Plan