

## **Board Responsibilities Expectation Document – Vice President of Finance**

### **Department**

Finance

### **Reports To**

President

### **Term**

Two years, or as determined by the Board of Directors and Chapter Bylaws

### **Eligibility**

- Member in good standing
- Willing to give the time, energy, talents, and enthusiasm required of the position

### **Primary 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 (i.e. ABLE permit for fundraisers with alcohol)
- 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
- Act as coach, advisor, counselor, and back-up to Director of Strategic Alliance

### **Skills**

Facilitation, Collaboration, Delegation, Mentoring, Coaching, Teaching, Financial, Motivational, Conflict Resolution, Execution

### **Time Commitment**

This varies by your process, but expect to commit at least 8 hours per month.

- Chapter board meetings
- Chapter monthly meetings/events
- Committee activities as needed
- Attend annual planning meetings
  - 1 ½-day mid-year board retreat in January
  - 2-day annual board retreat in May

## **Rewards**

As an MPIOK board member, you have access to great leadership education resources, such as the Chapter Leader Forum and Chapter Business Summit programs. As a member leader, you get a different sort of education - one that could affect many different aspects of your business and life by:

- Being a leader of leaders
- Widening your influence in your business community.
- Getting the satisfaction of knowing that you are the one who helped grow your chapter, thereby increasing your chapter's visibility, budget and network.

## **Expectations and Board Responsibilities**

- Serve as voting member of Board of Directors
- Attendance at monthly board meetings, chapter events, and committee meetings via phone or in person (Notify the Chapter Administrator and the Office of the President at least 24 hours in advance if you are unable to attend.)
- Actively participate in monthly board meetings
- Act as coach, advisor, and counselor to assigned committees
- Report on the strategies, successes, and challenges of assigned committees to Board of Directors
- Complete Team Status Reports (TSRs) and submit agenda items for Board of Directors meetings in advance of meetings
- Identify, recruit and train Committee Chair and members for assigned committees
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors
- Communication replied within 72 hours of receiving by requesting board members or administrators (notify the Office of the President if you will be unable to respond this quickly within any period of time; i.e. vacations, work trips, tight deadlines, etc.)
- Communicate immediately with the the Office of the President if there are any problems or roadblocks that are in the way of you successfully performing your role.

## **MPIOK Board Meeting Schedule (9-11 a.m.)**

|                             |                            |
|-----------------------------|----------------------------|
| August (Day of Luncheon)    | February (Day of Luncheon) |
| September (Day of Luncheon) | March (Day of Luncheon)    |
| October (Day of Luncheon)   | April (Day of Luncheon)    |
| November (Day of Luncheon)  | May (Day of Luncheon)      |
| December (Day of Luncheon)  | June (TBD, if needed)      |
| January (Day of Luncheon)   |                            |

## **Chapter Business Manager (CBM) (Member Leader Support)**

- Each chapter has a Chapter Business Manager who:
  - Is trained at MPI Global to successfully assist their chapters
  - Is an experienced resource to assist you with your role and responsibilities
  - Can help with problems in your chapter
- Keep your Chapter Business Manager informed on the happenings in your area

## **Chapter Administrator (Staff Support)**

Each Chapter will have a designated Chapter Administrator as support to accomplish their goals.



I have read the above responsibilities and understand the expectations set by the MPIOK Board of Directors. By signing below, I acknowledge that I agree to all aspects of this document.

**SIGNED:**

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Vice President of Finance (YEAR)

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President (YEAR)

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Date

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Date