

# Vice President of Finance

**Reports to:** Office of the President

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

**Time Commitment:** Estimated 3-4 hours per week, not including board meetings/retreats & chapter events

## Specific Responsibilities:

- Manage and supervise the Finance Department, including the following Board positions:
  - Director of Procurement and Sponsorship
  - Director of Special Events
- Oversight of the following Chapter functions:
  - Chapter Budget
    - Works with Chapter Administrator and Board of Directors to create the annual budget to be completed at the Annual Board Retreat and adopted each year prior to July 1.
    - Works with Chapter Administrator to manage the budget.
      - Reviews and approves expenses.
      - Ensures that income and expenses are properly coded and tracked by Chapter Administrator.
      - Reviews monthly financial reports, verifies accuracy and provides final, corrected reports monthly to the Board of Directors
  - All chapter financial activities
    - Works with Chapter Administrator and Office of the President to ensure proper management of:
      - Financial processes
      - Taxes
      - Bank accounts
      - Investment accounts
      - Merchant accounts
      - Affinity accounts
  - Ultimate responsibility for all chapter functions reporting to the Finance Department and its Directors.
- Development and/or updates to the chapter's prospectus documents/RFP request to the membership in conjunction with the Director of Procurement and Sponsorships.
- Collaborates on the chapter's strategic partnership efforts, in conjunction with the Director of Procurement and Sponsorships, Committee Chairs, and others to promote sponsor relations, cultivate supplier partnerships and help the chapter achieve financial goals through in-kind or cash opportunities.
- Create objectives related to Finance to support the chapter's Strategic Business Plan.
- Educate Finance Department Directors and Committee Chairs with processes, procedures and tools to achieve committee objectives.
- The VP of Finance will serve on the Board's Executive Committee.
- Keep current with industry standards and new ideas for sponsor benefits that would make partnering with our chapter more attractive.