

## Vice President of Finance

### Skills and Experience Required:

- Previous BOD experience
- Fiduciary responsibility
- Budgeting and financial review
- Ability to think strategically and with long-term goals in mind
- Supervisory skills

### Reports to: President

### Specific Responsibilities:

- Work with chapter manager to develop and manage budget
- Work with chapter manager on chapter taxes
- Oversee:
  - Budget, Financial processes, bank accounts, investment accounts
  - Merchant accounts, Alaska mileage accounts, financial reporting to the board
- Oversee Sponsorship Director and Procurement Director

TIME FRAME	TASK	INDIVIDUAL RESPONSIBLE	CONSULTANTS / CONTRIBUTORS	RESOURCES
March - May	Lead the process for drafting annual budget for approval by Board of Directors and submission to MPI Headquarters	VP Finance	Executive Director, President, President Elect	Current year's budget and financial reports
Ongoing	Assumes responsibility as the liaison with management firm for handling and keeping of funds including operating funds and investments	Management Firm	President, President Elect	Annual operating budget and financial reports
July	Attend and represent the Chapter at MPI WEC and MPI Chapter Business Summit (CBS) if possible	VP Finance		
August Ongoing	Report on financial condition of Chapter at August annual business meeting and at all Board of Directors meetings	VP Finance	Management Firm, Accountant	Monthly financial reports, dashboard report
Monthly	Ensure financial reports are completed and submitted to MPI by established deadlines	Management Firm	Management Firm	Monthly financial reports, dashboard report