Executive Committee - Vice President of Finance

Leadership Expectations

<table>
<thead>
<tr>
<th>Management</th>
<th>Leadership Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Strategic Planning: work with the board to create and execute a 3-Year</td>
<td>● Facilitation</td>
</tr>
<tr>
<td>Strategic and Annual Business Plan</td>
<td>● Collaboration</td>
</tr>
<tr>
<td>● Advise, support and develop board of directors in executing initiatives</td>
<td>● Delegation</td>
</tr>
<tr>
<td>● Assist in chapter budget development and fiscal planning</td>
<td>● Mentoring</td>
</tr>
<tr>
<td>● Target future leaders within existing board, committees and membership</td>
<td>● Coaching</td>
</tr>
<tr>
<td>● Transition with incoming Vice President of Finance</td>
<td>● Teaching</td>
</tr>
<tr>
<td></td>
<td>● Financial</td>
</tr>
<tr>
<td></td>
<td>● Motivational</td>
</tr>
<tr>
<td></td>
<td>● Conflict/Resolution</td>
</tr>
<tr>
<td></td>
<td>● Execution</td>
</tr>
</tbody>
</table>

Job Description

Term: One year or as determined by the Board of Directors and Chapter bylaws
(July 1 - June 30)

Helpful Skills:
● Attention to detail, Knowledge of basic financial concepts, Basic knowledge of Quickbooks

Eligibility:
● Member in good standing
● Knowledge of the activities/affairs of the Greater Edmonton Chapter
● Willing to give the time, energy, talents and enthusiasm required of the position
● Previous service (when possible) on Board of Directors, preferably in a finance capacity

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 any other duties as assigned by the President and/or Board

MPI Greater Edmonton Chapter - Revised January 2020
Specific 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
- 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

Reporting Structure:

- Reports to: President
- Direct Reports: Director - Strategic Alliance

Commitment:

- Regular attendance at monthly events, Chapter activities and functions;
- Regular attendance at Board meetings and Executive Committee meetings
- Attendance at Board retreats (2 times per year)
- Attendance at Chapter Business Summit, as directed by President

MPI Greater Edmonton Chapter - Revised January 2020