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## **Position: VP of Finance & Operations**

*Term:*

1 year (July 1 – June 30)

*Experience Level:*

Intermediate to Senior

*Commitment Level:*

Significant (estimated 10-15 hours per month)

*Overall Objective / Role:*

Responsible for the fiscal management maintaining chapter operations, documents and historical records, analyze and report on operations

*Reporting Structure:*

- Reports to: Office of the President
- Direct Reports: n/a (paid services: accountant)

*Eligibility:*

- Membership in good standing
- Knowledgeable of the activities/affairs of the chapter
- Willingness to give the time, energy, talents and enthusiasm required of the position

*General Responsibilities:*

- 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.
  - Approve all bills of assigned committees and forward appropriate paperwork to the Vice President of Finance
- Conduct transition meeting with successor
- Perform any other duties as assigned by the Board
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Provide direction and leadership to maintain and increase MPI membership
- Attend monthly board meetings, chapter events and committee meetings
- Submit budget needs for the following fiscal year
- Submit agenda items for Board of Directors meetings in advance of meetings
- Communicate strategic issues to Board of Directors

*Last revision: May 2017*



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- Research current trends and topics pertinent to the meetings industry and report findings to Board of Directors
- Meet or exceed the chapter retention goal for the year, based on the chapter matrix
- Develop strategies to increase revenue and in-kind support for the Chapter
- Provide hospitality at Chapter functions by welcoming attendees

*Specific Responsibilities:*

- Manage and supervise Chapter financial efforts, including investments & Reserves
- 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
- Prepare annual operating budget and ensure compliance once approved by the Board
- Communicate with VP sponsorship regarding strategies to increase revenue and in-kind support for the Chapter
- Ensure Chapter maintains society status with the Government of Alberta
- 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 board and Office of the President aware when chapter is close to budgetary limits
- Maintain effective services of bookkeeper and accountant
- Manage and oversee preparation of year-end financial records and audit processes (as needed)
- Maintain complete and accurate records of the Chapter's membership
- Conduct monthly program evaluations/surveys
- Conduct an annual Chapter needs assessment survey
- Analyze and report on survey results
- Prepare Board meeting highlights for newsletter after each Board meeting
- Act as guardian of the Chapter's bylaws, policies and procedures to ensure they are updated as necessary and in compliance with MPI bylaw standards
- Act as guardian of board and volunteer job descriptions to ensure they are updated as necessary and in compliance with policies and procedures
- Act as Human Resources point person to facilitate volunteer administration and training and filling committee and board roles
- Administer BuyMPI, member directory, and member discount programs



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- Maintain Chapter operations calendar with event dates, Board/Committee meeting dates, newsletter and event mailing submission deadlines and other industry-related event dates and ensure appropriate Board and committee members are aware of deadlines
- Ensure the Chapter adheres to minimum Chapter standards as prescribed by MPI
- Act as chapter parliamentarian, properly upholding Roberts Rules of Order and enforcing the presence of a quorum to properly conduct business

*Time commitment:*

In addition to portfolio and committee work (specific responsibilities), the following are expected of this position:

- Regular attendance at monthly programs and official chapter activities and functions
- Regular attendance at Board meetings, per chapter bylaws and policies
- Attendance at two Board retreats (up to two days each)
- Potential attendance at Chapter Leaders Forum held in conjunction with World Education Conference (WEC)
- Potential attendance at Chapter Business Summit

*Benefits of serving on the board:*

1. Expand your network
2. Meet people who are passionate about the event industry
3. Develop your leadership skills
4. Mentor colleagues and help people reach their full potential
5. Serve MPI in one of the most important committees
6. Boost your resume
7. Potential attendance at leadership retreats and conferences
8. Have lots of fun