

Executive Committee - Vice President of Finance

Leadership Expectations

- Strategic Planning: work with the board to create and execute a 1-2-3-Year Strategic and Annual Business Plan
- Advise, support and develop board of directors in executing initiatives
- Assist in chapter budget development and fiscal planning
- Target future leaders within existing board, committees and membership
- Transition with incoming Vice President of Finance
- Responsible for payment administration and tax declaration (together with accountant)

Job Description

Term: One or two- year or as determined by the Board of Directors and Chapter bylaws

Helpful Skills:

- Attention to detail, Knowledge of basic financial concepts, Basic knowledge of Excel

Eligibility:

- Member in good standing
- Previous service (when possible) on Board of Directors, preferably in a finance capacity
- Willing to give the time, energy, talents and enthusiasm required of the position

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

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

Reports to: President

Commitment:

- Regular attendance at monthly meetings, chapter activities, functions, Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Potential attendance at Chapter Business Summit, as directed by President

Location: Remote

Compensation: This is a volunteering leadership position

How to apply: Please send a short cover letter to Elina Jutelyté president@mpi-belgium.be, in case of any questions, please do not hesitate to call + 32 489 218 534