

Vice President, Finance - Job Description

Category: Finance

Reports to: President

Responsible for: Chapter finances, Charity Auction and Dinner, and Partnership Committees

Term: Two years

Eligibility:

1. Member in good standing.
2. Previous service on the Board of Directors, preferably in a financial capacity.
3. Knowledgeable of the activities/affairs of the Chapter.
4. Willing to give the time, energy, talents and enthusiasm required of the position.
5. Good organizational skills.
6. Strong skills in MS Excel.
7. Familiar with building and managing budgets.

General Responsibilities:

1. Support and defend policies and programs adopted by the Board of Directors.
2. Serve as voting member of Board of Directors.
3. Serve as voting member of the Board's Executive Committee.
4. Serve as a member of the Office of the President.
5. Develop the annual Chapter budget, with input from all board members during the retreat(s).
6. Assist in the development of the annual Chapter Business Plan.
7. Submit written report for inclusion in the Chapter's Annual Report.
8. Submit board reports, in advance, for monthly board meetings and request agenda time if required.
9. Approve appropriate invoices and forward supporting paperwork to the Chapter Secretariat for payment (when required).
10. Responsible for the following budget lines: Finance, Charity Auction and Dinner, and Partnership.
11. Ensure the fiscal responsibility of the Directors which report to you.
12. Submit budget needs for the following fiscal year.
13. Conduct transition meeting with successor.
14. Perform other duties that may be delegated by the President and/or Board of Directors.

Specific Responsibilities

1. Oversee the Chapter financial management, including Partnerships (sponsorships), Chapter credit card, investments and reserves.
2. Ensure safekeeping of Chapter funds in such banks, trust companies, and/or investments as approved by the Board of Directors.
3. Seek financial advice and act as liaison with Auditor and Bank Account Manager, with the support of the Secretariat.
4. Liaise with Secretariat to ensure the Chapter is incorporated according to Chapter minimum bylaws.

5. Comply with all governmental tax regulations and assist Auditor and Secretariat with Chapter tax reports as required.
6. Responsible for the annual budget process including draft budget preparation with all Board members and coordination with President on final budget submission to MPI Global by December 1 for the next fiscal year.
7. Ensure compliance with the annual budget once it is approved by the Board of Directors.
8. Conduct quarterly meetings with Executive members for a thorough review of the financial statements.
9. Sign off on cheque requisitions and credit card payments as required.
10. Inform Board members of proper procedures for approval of invoices and requisition of cheques.
11. Ensure the Secretariat maintains proper accounting procedure for the receipt and handling of funds, maintenance of financial records, and payment of authorized invoices. Offer insight and recommendations to ensure financial efficiency and transparency.
12. Liaise with the Chapter Secretariat, as required, regarding payment of invoices and other financial matters.
13. Liaise with the Chapter Secretariat to administer the Request for Proposal process to select the Chapter's auditor every two years.
14. Assist with the arrangement for the annual audit of the Chapter's financial statements and liaise with the auditor as required.
15. Present the audited financial statements to the Membership at the Annual General Meeting for approval.
16. Present the up-to-date financial statements at each Executive Committee and Board of Directors meetings.
17. Liaise with Secretariat to facilitate the collection of the Chapter's monthly statistics for inclusion in the Business Plan Metrics dashboard, as part of the budget reports.
18. Work with the VP of Education and necessary Directors to establish the annual venue and registration fee grid.
19. Ensure the Bank has the current VP Finance listed on the Chapter credit card and accounts.
20. Act as coach, advisor and counselor to the Charity Auction and Dinner and Partnership Committees.
21. Ensure that committee directors who report to you submit committee assessments by mid-November. This process will assist checking on volunteer engagement, identifying volunteers interested in succession planning as well as gaps within the committee(s).

Attendance & Time Commitment:

1. Mandatory attendance at monthly virtual meetings of the Board of Directors.
2. Attendance at two or more virtual meetings of the Executive Committee.
3. Attendance at monthly virtual meetings of the Office of the President (and as the need arises).
4. Attendance at two Board retreats.
5. Participate in VP Finance conference calls (organized by MPI Global).
6. Attendance at official Chapter activities and functions, whenever possible.
7. Mandatory attendance at the Annual General Meeting.
8. Potential attendance at Chapter Business Summit, as directed by President/President-Elect.
9. Attend meetings of the Charity Auction and Dinner and Partnership Committees as needed.
10. All other related activities.

Estimated time per month: 12 hours (more time leading up to retreats)