



Vice President of Finance

(Volunteer Level 5)

Opportunity Description

The Vice President of Finance (hereinafter referred to as “VP”) role is to ensure that the mission and vision of the PMI-SD Chapter are met through the performance obligations of the Finance team, including any outsourced providers. The VP shall insure Chapter representation, program execution, and strategic guidance. The VP is primarily responsible for creating and maintaining financial systems that provide reliable financial management and reporting to the Board of Directors on the results of events and programs. This position is open to any member willing to invest the 40 to 50 hours per month, on a flexible consistent basis, required of all Board level positions.

General Objective

Build, maintain, and optimize the financial systems supporting the activities of the PMI-SD Chapter by assisting the other Chapter Vice-Presidents increase the number of services being offered, the number of volunteers being involved, and the community awareness of the value of PMI-SD.

Fulfillment of these duties shall be achieved by managing external service providers and coaching and mentoring the Finance team.

Specific Functions

- Take ownership of PMI-SD’s finances and be a self-starter who initiates action.
- Produce accurate, adequate, and timely financial reports on a consistent basis.
- Help define the annual financial calendar of events.
- Working through the Finance team, improve operational standards for the Chapter.
- Recognize and reward volunteers who plan, manage, and deliver value to the Chapter.
- Attend PMI-SD Board meetings and monthly Chapter dinner and/or lunch meetings.

Responsibilities

- Set aside regularly scheduled time (40 - 50 hours a month) to maintain relationships with volunteers and handle Chapter duties.
- Coordinate periodic meetings of the Finance team.
- Select, support, coach and mentor Assist. VPs and Directors for the Finance team.
- Model delegating that effectively optimizes the impact of volunteer hours invested.
- Facilitate communication and decision making.
- Review and approve detailed planning – WBS, Schedule, and Budget – for Chapter events.
- Oversee the creation and improvement of Chapter standards for budgeting and financial controls, and explain and apply them to event planning documentation.
- Protect the Chapter from legal and financial liability by applying Chapter standards, best practices and the Volunteer Code of Conduct.