

## General Vice President Responsibilities

- Adhere to the PMI® Code of Ethics and Professional Conduct.
- Regularly attend PMI Milwaukee sponsored events, BO meetings and other designated events in accordance with the PMI Milwaukee Bylaws.
- Establish and maintain open communication with PMI Milwaukee Board members, volunteers and other appropriate individuals such as Regional counterparts.
- Prepare and present status report(s) at PMI Milwaukee Board meetings for area of responsibility.
- Prepare and submit an annual budget to the Vice President of Finance and:
  - Manage revenue and expenses per the Board-approved annual budget.
  - Report significant variances (positive and negative) to the Board.
  - Obtain Board approval for all non-budgeted expenses.
- Oversee strategic planning and development of new products and services in area of responsibility based on the PMI Milwaukee strategic plan, membership feedback, stakeholder needs and PMI® direction.
- Appoint and oversee, as specified in the PMI Milwaukee Bylaws, appropriate directors and operating committees composed primarily of PMI Milwaukee members.
- Submit contributions for the monthly PMI Milwaukee newsletter as appropriate to the Vice President of Communications & Marketing or designated representative.
- Ensure accuracy of information displayed on the PMI Milwaukee web site applicable to area of responsibility.
- Mentor the Directors as needed to ensure that they understand what is expected of them.
- Maintain the financial policies and perform audits as described in those policies, ensuring that expenses from the volunteers and board members are compliant

# Vice President Finance

## General Description

The Vice President Finance shall serve as the PMI Milwaukee treasurer and oversee the budgeting and management of funds for duly authorized purposes of the PMI Milwaukee, which includes providing all necessary financial reporting. The Vice President of Finance is accountable to the PMI Milwaukee President, the PMI Milwaukee membership and to the PMI Milwaukee Board of Directors for the roles, responsibilities and duties described herein for the position of Vice President of Finance.

## Qualifications

The Vice President Finance must be a PMI Milwaukee member with a basic understanding of financial concepts (i.e. budgeting and bookkeeping) and financial management software. In addition, the following are desirable:

- Project and organizational budgeting experience
- Volunteer management experience
- Customer service experience
- Non-profit management experience
- Pass a background check
- Contract management experience
- Tax filing preferred but not required

Expected number of hours a month for this role – 6-8 hours including participation to the monthly board meeting.

## Roles, Responsibilities & Duties

The Vice President of Finance serves the roles of an officer of the corporation, a member of the Board and assumes/performs the responsibilities/duties listed below:

### Responsibilities & Duties (Treasury & Taxes)

- o Manage all Chapter financial transactions including the collection of all Chapter dues from PMI®, guest payments for Chapter meetings or special events and the payment of all PMI Milwaukee bills in accordance with Board directives. These activities include, but are not limited to:
  - Receive payments & record receipts.
  - Receive and pay bills, invoices and expense statements.
  - Make bank deposits.
  - Reconcile bank statement and bring copies of current bank statements to Board meetings for Board review and signature by the PMI Milwaukee President.
  - Manage investments.
  - Safeguard cash and checks.
  - Maintain PMI Milwaukee financial records as required by taxing authorities and PMI®.
  - Maintain financial software for general accounting and reporting and keep backups as appropriate.
- o Establish and maintain all required Chapter bank accounts and/or similar financial transactions, arranging for officer signatures as required.

- o Maintain Internal Revenue Service (IRS) Employer Identification Number (EIN) and submit all required taxing authorities (i.e. federal, state and local) filings.
- o Maintain Wisconsin Tax Exempt Status and submit all required tax authorities (i.e. federal, state and local) filings.
- o Renew annually the PMI Milwaukee (component) insurance policy.

### **Responsibilities & Duties (Budgeting & Reporting)**

- o Solicit input from the Board for the development of the PMI Milwaukee annual operating budget and financial plan. Build and present to the Board the annual operating budget and financial plan.
- o Provide for the following financial reporting:
  - Monthly financial statements (e.g. Income statement, balance sheet, budget reports, etc.) to present to the Board and to the general membership as appropriate.
  - Financial information required by the President for the PMI Milwaukee charter renewal.
  - Annual financial statement on the activities of the PMI Milwaukee and to provide to the Board by December 1<sup>st</sup> of each year.
- o Provide counsel to the Board in regards to the management of the PMI Milwaukee's finances.
- o Participate in the annual review of the PMI Milwaukee's financial records and asset inventory.
- o Develop, maintain, staff and oversee a consistent project budgeting process and artifacts that can be used for all PMI Milwaukee committees and project teams.
- o Include in the annual PMI Milwaukee budget expenses required for the operation of the Finance area.
- o Work with VP of Programs and Membership to make sure that our events have the proper ROI
- o Review expense with each member of the board to make sure that they identify savings opportunities on a regular basis while maintaining product quality ( events management)