



JOB DESCRIPTION

VICE PRESIDENT OF FINANCE (Last Updated – 09-01-2024)

Position Description & Duties:

The Vice President of Finance is responsible for collaborating with the Chapter Administrator and various committees to oversee financial management, maintain organizational bylaws and insurance, manage contracts, and support sponsorship and partnership initiatives.

Responsible To:

President's Team

Responsibilities:

- Lead the Finance Committee, overseeing the Director of Corporate Relations and Director of Compensation Surveys.
- Collaborate with the Chapter Administrator to monitor the Chapter's financial direction, identify potential financial issues, and report these to the Board for necessary action.
- Work with the Chapter Administrator to evaluate the financial implications of proposed actions by the Board of Directors and inform the Board of these implications before making final decisions.
- Review and sign checks and examine bank statements with the Chapter Administrator as needed.
- Coordinate with the Chapter Administrator to maintain and update Chapter Bylaws as required.
- Collaborate with the Chapter Administrator to manage the annual renewal of the Directors and Officers (D & O) Insurance.
- Organize performance reviews for the Chapter Administrator, gathering quarterly feedback from the board to provide comprehensive performance assessments.
- Work alongside the Chapter Administrator and the Finance Committee to execute the annual budget review process.
- Partner with the Finance Committee to review and update the Scope of Services and Agreements for the Chapter Administrator as contracts arise or as needed.
- Assist the Compensation Survey Committee with contract and vendor negotiations and agreements.
- Support the Corporate Relations Committee in soliciting, onboarding, and administering corporate sponsorships and partnerships as required.
- Provide ideas for the EXCEL award.
- Contribute to the development and implementation of short-term and long-term strategic planning for the chapter.
- Ensure leadership continuity through succession planning.

Requirements:

- Regular attendance at GMA SHRM board meetings is expected.
- Attendance at bi-annual GMA SHRM strategic planning meetings is expected.
- Participation in annual GMA SHRM budget meetings is expected.

Term & Commitment:

- Serves a one-year term beginning the first day of July and ending the last day of June. Maximum term of five years on the Board.
- Monthly time commitment: three to four hours.