

1 VICE PRESIDENT-FINANCE

The Vice President – Finance will be responsible for all financial matters of the PMI SWMO Chapter and any subsidiary groups (referred to herein collectively as the Chapter), except where specific arrangements have been made to the contrary. In general this will require authorization and issue of payments, collection of debts, balancing and monitoring accounts, reporting and managing the overall financial position of the Chapter.

1.1 KEY ACTIVITIES

In addition the currently approved version of the Chapter's Bylaws roles and responsibilities:

- Manage all Chapter financial transactions including the collection of all Chapter dues from PMI, guest and member payments for Chapter meetings or special events, and the payment of all Chapter bills in accordance with the Bylaws and Board directives
 - Verify that the dues submitted are as expected from PMI site registrations
 - Verify that monies collected tie with participation and provide qualified refunds as approved by the board
- Establish and maintain all required Chapter bank accounts, credit card facilities and/or similar financial transactions, arranging for Officer signatures as required by the Board
- Maintain Incorporation of the Chapter as a non-profit organization
- Maintain an Asset Register of Chapter assets
- Develop an annual financial statement of the activities of the Chapter for endorsement by the Board and present it at the Annual Membership Meeting each year
- After endorsement by the Board, forward to the President, the PMI GOC required annual financial details for inclusion in the annual application for Charter renewal
- Submit all required tax related filings on a local, state and federal level.
 - Prepare all applicable filings for approval at the Board Meeting prior to the date it is due.
 - Maintain accurate transactional records for reporting purposes
- Prepare and present monthly financial statements to the Board
- Develop an annual operating budget and forward to the Board for inclusion in the annual application for charter renewal.
 - Project committee expenses based upon historical activity and next year's anticipated expenses.
- Maintain a permanent file of the financial business of the Chapter and turn over all documentation to successors as required.
 - Financial records are to be maintained with appropriate labeling by year
- In the absence of subordinate directors or sub-committee chairpersons, the Vice President – Membership is responsible for performing those respective roles and responsibilities.
- Additional roles and responsibilities as agreed to by the Board

1.2 ROLES AND RESPONSIBILITIES

The Vice President – Finance shall maintain an inventory and stock of any Goods held by the Chapter and duly report on them in his Reports to the Board. The Vice President – Finance also holds ostensible authority to make administrative and other reasonable purchases to facilitate the Chapter's operation without Board approval up to \$25. This may include but is not limited to:

- Stationary and printing, Postal needs,
- Business cards, Gifts for speakers, and Software and other computer related requirements