
Portfolio: Finance

Reports To: PMINAC Board

The Board Members of the Project Management Institute (PMI) Northern Alberta Chapter (“the Chapter”) are responsible to:

- Attend Board meetings in accordance with the Chapter Bylaws
- Attend the majority of other Chapter meetings, e.g., Dinner meetings
- Promote the objectives of the Chapter
- Promote membership in the Chapter
- Maintain and protect the Chapter’s assets and property
- Approve annual budget for the Chapter
- Ensure expenses are paid for operating and managing the Chapter
- Protect persons from debts of the Chapter
- Develop and maintain policies for managing the Chapter
- Provide updates and inputs to the Board Handbook
- Ensure contracts for the Chapter are appropriately approved
- Ensure all accounts and financial records of the Chapter are maintained
- Assist the transition of successors
- Sponsor each committee, team or person designated
- Set date, place and time of Annual General Meeting (AGM)
- Provide input as appropriate for Chapter and PMI publications
- Copy the President on all significant internal and external correspondence

and may also be requested from time-to-time to:

- Chair business meetings of the Chapter
- Sign contracts
- Chair Board meetings
- Represent the Chapter at PMI events, e.g., regional, national and international conferences and private, public and institutional sector events that will promote the Chapter and the achievement of the Chapter vision, goals and strategic direction.

Position Overview

The VP Finance oversees all financial matters for the Chapter. This role is focused on the proper management of the Chapter’s finances.

Primary responsibilities include:

- Provides regular financial reporting
- Provides monthly financial updates for the Board
- Administers financial obligations

- Provides sound financial practices for the accounting of all Chapter assets

Details

- Oversees the banking, revenue collection and expenditures for the Chapter
- Supports the Board in the development of the annual chapter budget.
- Escalates budget. Report on status, deviations and other emergent items to the Board.
- Reviews, audits, manages and (co-)approves expense and financial claims and payments.
- Escalates issues to the Board in regard to financial issues.
- Identifies and coordinates specific financial reviews or analysis of financial processes or matters.
- Recommends improvements in accounting processes, rules, financial reporting, etc.
- Manages financial reporting to PMI GOC.
- Assists President Elect with annual reporting to PMI GOC, notably financial reporting, for the annual chapter renewal.
- Completes the filing of financial information to PMI GOC, the Government of Alberta, Canada Revenue Agency, and the membership
- Ensures annual financial statements are completed according to Alberta and Canada legislation, and PMI GOC and Chapter by-laws.
- Directs an Audit of the annual financial statements.
- Provides at least two financial status reports to the Chapter membership – the Annual General Meeting and once during the year.
- Remains one of four potential signatories on cheques issued or otherwise required for Chapter operations issued by the Chapter.
- Maintains such chequing or banking accounts as necessary to assure most efficient utilization of funds for the Chapter.
- Hold the primary mail box key and checks the mailbox at least once per week.

Important Qualifications, Skills, Traits

- Documentation skills/financial records
- Knowledgeable about financial planning
- Knowledge of Generally Accepted Accounting Principles (GAAP)
- Accounting software/tools (e.g. Quick Books, Excel)
- Legal Awareness
- Analytical Thinking
- Basic knowledge of accounting

Estimated Effort

5 – 10 Hours per Month

Document Change Control

Version No.	Update Date	Updated By	Approval Date	Approved By	Modifications
V - 1.0	New	Judy Hardement	2012 02 21	Board	Initial version