



INLAND NORTHWEST CHAPTER

PMIINW Job Description:

Job Title: VP of Finance

Job Term: 2 Years (Elected)

Opportunity Description:

This is an opportunity to develop and practice senior-level leadership and management skills while working with, and being coached and mentored by, the other members of the board. Participation will build strong networking relationships and result in documented career-enhancing achievements. Furthermore, there will be an opportunity to travel on behalf and for the benefit of the PMIINW board and chapter.

Position Description:

The VP of Finance is a PMI INW Board position responsible for maintaining, processing, and presenting all financial records required for chapter operations in accordance with chapter and bylaws.

Core Responsibilities:

- Responsible for the financials of the chapter with signing authority for bank accounts
- Maintain and manage chapter accounts, including but not limited to the collection of chapter dues from PMI, meeting registration fees and the payment of all chapter bills
- Establish and maintain all required chapter bank accounts, PayPal and/or similar financial transactions
- Report on the state of finances at monthly board meetings, chapter meetings as needed, and to the Chapter during the annual business meeting
- Develop an annual operating budget and provide the board monthly reports
- Report required tax filings
- Ensure maintenance and storage of all historic financial documents
- Reconcile
- Other duties as assigned

Time Commitment and Ground Rules:

- Contribute to making PMIINW an organization that people want to be a part of
- Attend board meetings - 2 hours monthly, required to be present, in person, and be prepared
- attend and support operational activities such as dinner meetings, member calls, social networking events, etc.
- Provide financial support to different events (PDD, Exam Prep, etc)
- Attend LIM PMI conference during the first year of this role (3-4 days) (*required for President*)



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- May attend Region 1 Conference (2-3 days)
- Region 1 Presidents call - 1 hour monthly (*President only*)
- Contribute to the prioritization of PMIINW board efforts (on the execution of our tactical plan)
- Be accountable for achieving board goals and do what you say you will do
- Treat each other with respect
- Support collaborative decisions of the team even if you disagree individually
- Engage in honest and open communications at all times
- Do not jump to conclusions but rather ask for clarification
- Participate in each other's development as leaders of the chapter
- Celebrate the team and individual successes

Additional Notes:

The VP may also solicit volunteers to support the above work. Volunteers may be given access to PMI records to fulfill their volunteer duties; however, they should not be the sole owner of any board materials. Volunteers under the VP do not have budget or contract signing authority.