

## IIDA NPC Director of Finance Position Description

### Reports To:

Overall: Reports to the President and Board.

### Prerequisites:

1. Must be an IIDA member in good standing
2. Willingness to serve a two-year term which goes from July 1st to June 30th.

### Job Description:

The Director of Finance shall be responsible for developing chapter Finance goals, programs and creation of resources. These duties shall include recommendation and supervision of appropriate teams to formulate programs and recommend policies relating to those issues. The Director of Finance shall perform such other duties as from time to time may be assigned by the President or Chapter Board of Directors

### Committees:

- Finance Committee (Presidents, VP of Signature Events, VP of Sponsorship)

### Responsibilities:

1. General
  - a. Work with the President to establish and implement chapter's Finance goals
    - i. Reports to the President once a month or more frequently as needed regarding the status of Director of Finance programs and resources
  - b. Represents the Chapter to the public and carries out official duties as requested by the President and Board of Directors.
  - c. Provide a significant visual presence of the Board to Members at chapter signature events
  - d. Increases public awareness of the Organization and the Chapter's efforts by building strategic alliances with related industry organizations.
  - e. Communicates with other Chapter's Finance committees and headquarters for feedback and information sharing
  - f. Support Board of Directors with their programming Finance goals and implementation as requested by Presidents, VP, or Directors annually
  - g. Create and maintain Director of Finance transition guide and electronic file sharing content.
  - h. Aide in recruiting and mentoring replacement Director of Finance near end of term.
2. Board of Director Duties
  - a. Attends Monthly Chapter Board meetings and the creating monthly Board of Director consent agenda by Administrative Director's deadline.
  - b. Attends Board Summer and Winter Retreats.
  - c. Attends Monthly Finance meetings
  - d. Participates in meetings twice a year, or more as needed, with the President and President-Elect to review progress of yearly goals and discuss any issues or concerns with their position.
  - e. Aids in creating the event sponsorship package and in seeking

- sponsorship funding for events and resources in coordination with the President and the VP of Sponsorship
- f. Creates and maintains annual Chapter Budgets
- g. Communicates with Chapter accountant to receive monthly expense reports
- h. Tracks Chapter Expense Reports, Check Requests and Unpaid Invoices
- 3. Committees
  - a. Holds Finance committee meetings once a month or as required throughout the budget planning process.
- 4. Events
  - a. Supports in the management of the approved budget for events.