

PMI-MCAC-Roles Delineation

Title:	Director of Budget
Role description	This role is under the responsibility of the VP of Finances appointed volunteer responsible for maintaining financial records and support the other VPs and director in establishing maintaining budgets documentation and process as required for chapter operations in accordance with chapter and bylaws.
Responsibilities:	<p>Maintain accounts receivable and payable and financial portfolios, including but not limited to the collection of each VP budget information and manage payment of chapter bills in accordance with chapter committee directives</p> <p>Manage annual operating budget and financial statement to be included in the annual application for charter renewal</p> <p>Recommend improvements in the financial processes to VP finance</p> <p>Maintain and ensure compliance with financial operational processes to ensure continuity of chapter operations.</p> <p>Document and maintain chapter policies including financial reserve policies, investment policies, and record retention and destruction policies established by the Board of Directors</p> <p>Maintain the annual budget with each VP on Board.</p> <p>Contribute to financial planning/goal setting, investing, forecasting and budgeting for the chapter</p> <p>Distribute/communicate financial section of the annual report to chapter VP on Board through communication team.</p> <p>Assist in the preparation of the annual financial statements and reports.</p>
strategic and business management skills:	<p>Experience with Local Regulations & Laws and PMI</p> <p>Knowledge of PMI Ethical Code & Guideline</p> <p>Technical Tools Skills</p> <p>Time Management Skills</p>
leadership skills:	<p>Facilitation Skills</p> <p>Excellent Writing Skills</p> <p>Team Building Skills</p>
Time required	Estimated Volunteer Hours per Month:15-25
Experience required	<p>Average Years of Project Management Experience: 14</p> <p>Average Years of PMI Volunteer Experience: 5</p>
Signature	Date:
PMI-MCAC ©	V_1.0_21_6_2017