

## **VICEPRESIDENT TREASURY AND FINANCE**

**Role description:** Active member of the chapter, the elected volunteer is responsible for finance. Responsible for maintaining and presenting all financial records required for chapter operations in accordance with chapter policies and bylaws.

The elected volunteer must be involved in at least 1 (one) volunteering activity of PMI Romania Chapter.

### **Roles and responsibilities:**

- maintain and manage accounts receivable and payable and all financial portfolios, including but not limited to the collection of chapter dues from PMI, guest payments for chapter meetings or special events and the payment of all chapter bills in accordance with chapter committee directives
- establish and maintain all required chapter bank accounts and / or similar financial transactions; arrange for officer signatures as required
- provide financial reporting regarding the state of finances and chapter activity to chapter membership, board and executive level volunteer leaders on a monthly basis (board meeting)
- report on the state of finances at board meetings and chapter meetings
- develop an annual operating budget and financial statement to be included in the annual application for charter renewal
- ensure the chapter has reviewed and reported required tax filings
- recommend improvements in the financial processes to the board
- establish and maintain financial operational processes to ensure continuity of chapter operations and define, document and maintain chapter policies
- maintain the annual budget
- contribute to financial planning / goal setting, investing, forecasting and budgeting for the chapter
- distribute / communicate financial section of the annual report to chapter membership
- assist in the preparation of the annual financial statements and reports
- provide timely information to independent auditors as required
- keep an up to date inventory of all the goods of the chapter
- handle all PMI and government required payments
- ensure maintenance and storage of all historic financial documents

## Roles and responsibilities Board of Directors

- establish financial metrics; ensure chapter is maintaining requirements
- serve as liaison with PMI Global Operating Center on financial matters
- prepare financial guidelines and procedures for the chapter along with the board
- analyze cost impact and income benefit of all activities proposed by the board of directors
- review any chapter contract, agreement and insurance
- distribute information, materials and / or fees received from the PMI Global Operating Center to appropriate officers in a timely manner
- confirm and check bank accounts monthly

**Deliverables:** Pending Volunteer Input – Based on the Outcome of Strategic and Operational Planning per Chapter

### Role specific skills:

- documentation skills / financial record keeping
- knowledge of financial planning
- knowledge of accounting
- accounting software and tools (e.g. Microsoft Excel)
- analytical thinking
- legal awareness
- basic knowledge of economics

### Other leadership skills:

- negotiation skills
- time management skills
- adaptability / flexibility
- conflict resolution skills
- technical tools skills (e.g. WebEx, Live Meeting, Registration and Event Software)

**Average hours per month:** 25 hours

## **VICEPRESEDINTE TREZORERIE SI FINANTE**

**Descrierea rolului:** Membru activ al PMI Romania Chapter voluntarul ales este responsabil de situatia financiara. Responsabil cu mentinerea si prezentarea tuturor evidentelor financiare impuse prin actiunile asociatiei, in conformitate cu politicile si statutul acesteia.

Persoana voluntara aleasa trebuie sa se fi implicat in cel putin 1 (una) activitate de voluntariat derulate de PMI Romania Chapter.

### **Roluri si responsabilitati:**

- Mentinerea si administrarea contabilitatii si a intregului portofoliu financiar, inclusiv dar nu limitat la colectarea cotizatiilor de la PMI, a platilor oaspetilor de la intalnirile sau evenimentele speciale ale asociatiei si plata tuturor facturilor asociatiei in conformitate cu directivele comitetului director
- stabilirea si mentinerea tuturor conturilor bancare necesare asociatiei si/sau tranzactiilor financiare similare; pregatirea corespunzatoare a semnatarilor;
- furnizarea de rapoarte privind situatia financiara si activitatea asociatiei, membrilor acesteia, comitetului director si comitetului executiv, cu o frecventa lunara (in cadrul intalnirilor cu membrii comitetului director)
- raportarea asupra situatiei financiare in cadrul intalnirilor cu comitetul director si in cadrul intalnirilor asociatiei
- dezvoltarea unui buget operational anual si a unei declaratii financiare pentru a fi incluse in procesul de reinnoire anual, in conformitate cu politicile si procedurile organizationale la nivel global de catre Project Management Institute, Inc.
- asigurarea ca asociatia a revizuit si raportat inregistrarea taxelor
- recomandari de imbunatatiri in procedurile financiare ale comitetului director
- stabilirea si mentinerea procedurilor financiare operationale pentru asigurarea continuitatii activitatilor si definirea, documentarea si mentinerea politicilor asociatiei
- intretinerea bugetului anual
- contribuirea la planificarea financiara /setarea obiectivelor, investirea, previziunea si alocarea bugetului asociatiei
- distribuirea/comunicarea sectiunii financiare a raportului annual catre membrii asociatiei
- asistarea in pregatirea declaratiilor si rapoartelor financiare anuale
- furnizarea informatiilor de actualitate auditorilor independenti/ comisiei de cenzori in conformitate cu prevederile statutului asociatiei

## Roles and responsibilities Board of Directors

- mentinerea unei evidente la zi asupra bunurilor asociatiei
- administrarea tuturor platilor impuse catre bugetul de stat si catre Project Management Institute, Inc.
- asigurarea intretinerii si stocarii tuturor documentelor financiare din arhiva
- stabilirea de masuratori financiare, asigurarea ca asociatia intruneste cerintele
- serveste ca o punte de legatura cu Centrul Operational Global PMI, pe probleme financiare
- pregatirea de instructiuni financiare si proceduri pentru asociatie, in colaborare cu comitetul director al asociatiei
- analizarea impactului costurilor si a beneficiilor tuturor activitatilor propuse de comitetul director
- revizuirea oricarui contract, a oricarei intelegeri si asigurari ale asociatiei
- distribuirea de informatii, materiale si/sau plati primite de la Centrul Operational Global PMI catre oficialii specifici in timp util
- atestarea si verificarea conturilor bancare cu frecventa lunara;

**Livrabile:** in conformitate cu Planul Strategic si Operational anual al asociatiei

### **Abilitati specifice rolului:**

- abilitati de documentare/pastrare a evidentelor financiare
- cunostinte de planificare financiara
- cunostinte de contabilitate
- abilitati in utilizarea unor software-uri si instrumente contabile (de ex. Microsoft Excel);
- gandire analitica
- cunostinte juridice
- cunostinte de baza de economie

### **Alte abilitati de leadership:**

- abilitati de negociere
- abilitati de administrare a timpului
- adaptabilitate/flexibilitate
- abilitati de rezolvare a conflictelor

## Roles and responsibilities Board of Directors

- abilitati tehnice (ex. WebEx, Live Meeting, Registration si Event Software)

**Numar mediu de ore de implicare lunara: 25 ore**