

PMI Atlanta Position Description

Position Title: Treasurer	Term: 2 years
Department: Executive Board	Appointed By: Member Election

Position Overview

The Treasurer assists the Chair by directing the activities of the Board and Ops Group in accordance with the purposes of the Chapter and Bylaws. The Treasurer shall be responsible for duties to include:

- Management of funds for duly authorized purposes of PMI Atlanta
- Open and close accounts as necessary for the management of chapter funds
- May authorize contracts on behalf of the chapter
- Invest excess chapter funds on behalf of the chapter

Essential Functions

The Treasurer will assist in performing duties associated with planning, leading, managing, and communicating Chapter Board activities, and will complete relevant associated activities and documentation as deemed necessary including, but not limited to:

- Be a voting member of the Executive Board of Directors
- Lead decisions regarding the budget and audit committees
- Review monthly financial results with board members
- Responsible for annual Balance Sheet and Income Statement to the chapter membership as part of the annual chapter business meeting
- Attend and participate in strategy meetings for the upcoming year
- Assist with the annual strategic and tactical planning
- Responsible for tasks as assigned by the Chair or Executive Board
- Mentor & assist the Vice President of Financing
- Perform role as spokesperson and Ambassador for PMI Atlanta when necessary
- Attend Executive Board meetings
- Attend monthly membership meetings as often as possible
- Adhere to PMI Atlanta policies, procedures and rules
- Turn over all permanent records to successor
- Attend Regional or National PMI Leadership meetings and conferences as needed

Required Skills/Abilities

- Accounting or Finance Experience
 - Knowledgeable about financial planning and budgeting
 - Legal Contract Review Experience
 - Strong Business Acumen
 - Strong Communication Skills, including presentations
 - Solid organizational skills
 - Collaborative Worker
 - Conflict resolution Skills
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Outcomes and Deliverables:

#	Description	Frequency
1	<u>Assist with Annual Budget</u>	Annual
2	<u>Assist with Annual Update to Strategic Plan</u>	Annual
3	<u>Assist with Annual Update to any Bylaws or Policies</u>	Annual
4	<u>Attend at least 1 PMI Leadership Meeting</u>	Annual
5	<u>Attend Executive Board Meetings</u>	Monthly
6	<u>Attend Chapter Meetings</u>	Monthly
7	<u>Assist with Special Projects</u>	Monthly
8	<u>Review monthly financial results with board members</u>	Monthly
9	<u>Review & Approve weekly financial transactions</u>	Weekly