

IMA San Diego Chapter – Volunteer Position Descriptions (Draft)

12/20/19

***President (From the Chapter Operations Manual)**

Duties and Responsibilities: The president of a chapter, as its chief administrative and executive officer, ensures the board meets regularly, functions effectively, and officers and directors understand and perform their duties adequately.

Setting the tone: To ensure the successful operation of the chapter, the president creates an atmosphere in which the other officers and team members are encouraged to plan and carry out activities, work together on many projects, and lay foundations for improved chapter operations and functions in future years. The president is expected to be knowledgeable on a wide range of chapter matters and should demonstrate an ability and willingness to lead. The president should make sure that each officer on the board understands the Chapter Competition and Compensation Guide and is familiar with the Chapter Portal homepage functionality and resources. If board members require assistance navigating the Chapter Portal, they should contact IMA's Community Relations Team in Montvale for support.

The President:

- Calls all meetings of the board and instructs the secretary to issue appropriate notice to members of the board.
- Approves board meeting agendas, which are prepared and distributed in advance by the secretary.
- Acts as chairman at meetings of the board and chapter. In the absence of the president, the President-elect or Vice President, Administration is designated as chairman.
- Gives specific responsibilities to directors and assigns specific groupings of directors to vice presidents for supervision and liaison.
- Serves as an ex-officio member of all committees; establishes committees and specific assignments as necessary with approval of the board.
- Works with chapter officers and members on all administrative and chapter operation matters.
- Assumes overall responsibility for the fiscal year's budget; has the authority, along with the treasurer, to sign checks and other instruments drawn against chapter funds.
- Signs the minutes of board meetings, after they have been approved by the chapter board.
- Appoints the nominating committee each year.
- Conducts the election of the chapter officers and directors and submits the elections and appointment form to the Community Relations Team in Montvale by March 31.

Other functions:

- The president is expected to support all activities of the chapter and to preside or speak for the chapter on any occasion when necessary.
- The president is expected to be familiar with IMA's Strategic Plan to ensure alignment at the chapter level.
- Submit chapter annual planning calendar to IMA's Community Relations Team in Montvale.
- Attend bi-monthly volunteer leadership teleconferences hosted by IMA's Community Relations Team in Montvale; attend one of two volunteer leadership workshops; stay current with council/chapter e-newsletters and Talking Points.
- Encouraged to attend IMA's Annual Conference & Expo.

President-Elect

Provide support to the current Chapter President in planning and executing the chapter's strategy for the current and future years. It is expected that this individual will stand for election as Chapter President for the Fiscal Year beginning May 1st. The president-elect serves as a back-up for the chapter president and spends the year before serving as chapter president learning about chapter functions and planning for the coming year. The president-elect should review chapter manuals, best practices posted in the Chapter and Council Leaders' Community on MyIMA Network and participate in bi-monthly leadership webinars with the IMA Community Relations team. This planning should help the president-elect establish a vision and strategy for the year as president. The chapter traditionally offers a stipend for the president-elect to attend the IMA Annual Conference and Exposition in June where the individual can meet senior IMA Global leaders, IMA Global staff and other chapter's leaders.

Past President

The chapter appreciates and benefits greatly from the experience of its leaders. Past chapter presidents are expected to remain actively involved in the activities of the chapter, offering coaching, mentoring and advice to the chapter board.

Vice President, Administration

There is not an official position description in the IMA Chapter Operations manual, but here are the key items historically that have been handled by the VP Administration:

- Work with the President and chapter board to develop an annual strategic (operating) plan. This entails understanding and communicating the requirements and electives in the Chapter Operations and Chapter Competition and Compensation manuals (available on the chapter website after Tara adds Richard to the board list). This doesn't have to be particularly elaborate - I can provide some samples when I get back next week. Some chapters use a spreadsheet "budget" format, others prefer a word document. I think the most effective model I've seen is to have each board member submit two or three things they would like to accomplish to improve our service to our members.
- Work with the Treasurer to develop the annual budget, consistent with the goals set above.
- Throughout the year, monitor the status of each director's actions and our progress to our plan. By the end of April, summarize and report our results in the annual transmittal to IMA Global.
- Work with the Secretary and Treasurer to ensure that all required reports are prepared and submitted on time. The key items are the on-line ethics and core values statement at the start of the year (all board members), the Annual Financial Report and IRS Form 990 (by the end of November - Treasurer), Elections and Appointments (end of March), various competition submittals (website, social media, public relations or whatever we decide in the annual plan - I think this is also the end of March), and the above mentioned annual transmittal form.
- "other duties as assigned by the Chapter President". This can be a good position for someone to stand in for the President if he or she is not available from time to time.

***Treasurer (From the Chapter Operations Manual)**

Duties and Responsibilities: The treasurer of the chapter is responsible for:

- The control of chapter funds rests with the chapter board in accordance with provisions set forth in the Bylaws of the Institute.
- The chapter Treasurer, as custodian of chapter funds, is responsible for financial records, reports, and all monies handled by the chapter.
- Prepares the chapter's annual financial budget.
- Deposits and withdraws chapter funds.
- Presents all bills for approval by the board of directors.
- Pays approved bills by check.
- Presents a monthly financial report to the board for inclusion with the minutes.
- Annual regulatory filings
- Prepares an annual report of chapter receipts and disbursements for submission to IMA Global headquarters by the last business day in November.
- Collects money on behalf of the chapter. Meal collections and payments must be included in reports of chapter receipts and disbursements.

Other Considerations:

- Fiscal Year: IMA's fiscal year runs from July 1 to June 30. *Note: The chapter competition year is from May 1 to April 30.
- Depository and authorized signatures: The board of directors determines the bank at which the chapter will establish its checking account. Most chapters require a single signature to withdraw funds. At least two individuals should be authorized to sign checks. They are usually the president and the treasurer.
- The financial budget: The treasurer is responsible for preparing the annual budget and presenting it to the board for approval. A preliminary budget based on the chapter's financial transactions during the most recent two or three years should be completed prior to the first board meeting of the year to assist in planning the year's activities.
- Financial records: Chapter financial records should provide detailed information about the nature and source of income and the purpose of expenditures. The books and records of the treasurer must be made available to the chapter board upon request. They should receive a financial review annually by persons approved by the board of directors.
- Cash receipts: Income should be recorded and identified as received. With checks, note the payer's name, check number, and date of the check. Cash items are identified with a "received from" description. The income allocation titles used as column heads are self-explanatory. The parenthetical numbers in the column heads refer to correspondingly numbered lines on the annual financial report form. When the miscellaneous column is used, the appropriate code number should be inserted in the coding column.
- Cash disbursements: Board members should present in writing to the treasurer all requests for expenditure of chapter funds. The treasurer's report to the board should include these requests for approval. The individual vouchers, once approved, are recorded in the minutes and presented to the president, who then returns them to the treasurer for payment. All payments should be made by check.
- The treasurer should make sure that all expenses are properly classified in the disbursement journal. This will identify the purpose for which the expense was authorized.
- The fiscal management of the chapter should not ordinarily result in the development of a large amount of unused money. The distribution of Institute funds as allowances to chapters is intended for use in providing local chapter services. Funds raised by chapters from local sources and projects should serve the same purpose.

- The checking account balance should be large enough to cover the anticipated expenditures during the three or four months of heaviest cash outflow. The account should also have enough funds to cover expenses if, for any reason, the receipt of Institute funds is temporarily disrupted
- Checking account: The treasurer maintains the checkbook, promptly noting deposits and withdrawals, so the account, always, is kept up to date. Statements should be reconciled to the checkbook. Arrangements should be made, if necessary, for a statement to be issued by the bank whenever the treasurer's responsibilities are to be transferred to another member.
- Saving account: Many chapters maintain a savings account as a means of providing funds for emergencies. When this is done, the treasurer maintains statements or other evidence of the investment.

***Secretary (From the Chapter Operations Manual)**

Duties and Responsibilities: The chapter secretary has a focal position. Much of the success of the chapter's operations depends on the secretary, whose principal activities are to:

- Assure that communications with IMA Global headquarters, IMA officers, etc., are handled properly.
- Issue notices of board meetings.
- Cooperate with the president in preparing board meeting agendas.
- Plan all aspects of chapter meetings to include selecting dates and locations, meals, work with chapter education officer to coordinate CPE training, recruit speakers, and ensure meeting material and evaluation forms are available.
- Maintain records of board meeting attendance.
- Prepare and distribute board minutes.
- Maintain a current record of names and addresses of all members affiliated with the chapter and notify IMA Global headquarters of any changes that need to be made.
- Function as chapter historian if none is appointed.
- Responsible for submitting Core Value and Ethics Compliance Agreement forms from all chapter officers and submit to the Community Relations Team in Montvale by July 15.

Other Considerations:

- IMA Global headquarters generally corresponds with the chapter through e-mail correspondence to all members of the board. It is the responsibility of the secretary to include a report of all correspondence from IMA Global headquarters on the board meeting agenda, to ensure that everyone within the chapter is informed.
- Record retention: The retention of valuable records, documents, and information is extremely important. If lost, such information is often difficult or nearly impossible to reconstruct.
 - The individual responsible for record retention should review all material being considered for disposal and create an annual summary of highlights before material is discarded. A retention system should be devised, specifying what kind of material will be purged each year.
 - Records to be kept permanently:
 - Chapter charter
 - Chapter policies and bylaws—if currently not existent, board must create these documents and submit copies to the Community Relations Team in Montvale.
 - Records held permanently as required by state laws—e.g., NASBA license, banking authorized signers, tax returns, 990s, etc.
 - Any owned property records if applicable
 - Banners, awards, and trophies
 - Records to keep up to seven years and at least three years:
 - Minutes of board meetings
 - Annual financial reports
 - Summaries related to perfect attendance, competition standings, etc.
 - Member attendance and program outline, in a manner designed to allow them to support members' use of IMA Professional Education Program for CPE credit.

***Vice President – Membership (From the Chapter Operations Manual)**

Duties and Responsibilities: The vice president of membership is responsible to oversee effective communications of IMA's value proposition. Duties include:

- Clear understanding of IMA's full value proposition.
- Clear understanding of IMA's CMA certification.
- Work with chapter vice president of communications/public relations director to create awareness of all IMA's offerings to local membership
- Work with IMA's Global Business Development Team in Montvale to identify corporate and university leads and help coordinate introduction meetings.
- Review monthly chapter membership activity reports and chapter/council standings posted on the Chapter Portal. It is important to review and understand these activity reports, so you are aware of your chapter's progress in reaching its goals.
- Maintain education program(s) if the chapter does not have a vice president of professional education.

The VP of Membership is supported by up to two volunteer directors – Director of Member Acquisition and Director of Member Retention. If these positions are not filled, the VP of Membership fulfills the duties.

Director of Member Acquisition

Contact new chapter members during their first 90 days of membership to welcome them to the chapter, provide information on upcoming programs and events, answer any questions they may have and invite them to actively engage and participate. New chapter members are identified in the monthly membership activity reports on the chapter portal. Membership dates are also contained in the member roster available for download from the chapter website. In accordance with the IMA's Privacy Policy, initial contact with IMA members is through MyIMA Network. For subsequent communications, the member can choose to share email and phone information or continue the discussion via MyIMA Network.

Director of Member Retention

IMA's membership policy allows a 90-day "grace period" between the date that renewal is due and termination of membership. The Director of Member Retention contacts members in this "grace period" to tactfully remind them that their membership is about to be terminated and to obtain any insight or feedback regarding the member's experience with the chapter. In accordance with the IMA's Privacy Policy, initial contact with IMA members is through MyIMA Network. For subsequent communications, the member can choose to share email and phone information or continue the discussion via MyIMA Network. Upon termination, the member is removed from the network.

Vice President - Education

Chapters are required to offer their chapter members at least four hours of CPE annually in a chapter setting and report them through the Chapter Portal so IMA can measure their success. Traveling to attend regular chapter meetings may not be conducive to chapter members' schedule. To provide flexibility and convenience, IMA offers WebEx services for chapters to utilize twice a year for board meetings and/or quality CPE sessions. Contact IMA Community Relations Team to request service.

The Vice President of Education assists the President in planning and executing continuing professional education opportunities for our members. Typical duties include identification and coordination with potential speakers, arranging a meeting venue and providing the information to the Communications team for timely publicity.

The VP of Education is supported by up to two volunteer directors – Director of CMA Programs and Director, Controller's Council

Director of CMA Programs

Publicizes and promotes the CMA and CSCA programs. Plans and/or promotes CMA review courses. Answer members' questions about the CMA and CSCA Certifications, preparing for the exam and taking the exam. Identify opportunities to recognize chapter members achieving certification.

Director – Controller's Council

Coordinate with the sponsor of the Controller's Council series, CBIZ, to identify speakers and meeting dates for the coming year. Coordinate logistics for the meeting including ordering food, signing in participants and conducting the meeting. Provide information to the Communications team in a timely manner to permit effective publicity. A nice touch is to send a short thank you note to each speaker following their presentation.

Vice President Communications

Oversee and coordinate publicity for the chapter in accordance with the Chapter Competition and Compensation Manual. Ensure that the chapter website is current throughout the year. Provide for at least four member communications (other than meeting notices) each year. Promote the chapter on Social Media sites and support the IMA Global Social Media program.

The VP of Communication is supported by up to three volunteer directors – Director – Newsletter and Email, Webmaster and Director – Social Media. If these positions are not filled, the VP of Communication fulfills the duties.

Director - Newsletter and Email

IMA provides each chapter with a central email address (sandiego@imachapter.org). In accordance with the IMA Privacy Policy, this email is used on the website and other correspondence to protect members' personal information. The Director of Newsletter and Email regularly checks the inbox for this email address and either responds to the email or forwards it to the appropriate Board member for response.

Prepare and distribute a bi-monthly newsletter to distribute to the membership. Inputs come from other Board members and IMA's monthly "Talking Points documentation available on the Chapter Portal. IMA Global has prepared an optional newsletter format that can be used. The newsletter is uploaded to the website by the Webmaster and a link is emailed to both chapter members and a non-member "interest list".

Under the IMA Global Privacy Policy, emails to IMA members are sent using MyIMA Network (formerly LinkUp IMA). The chapter does not maintain a database of member contact information.

Newsletters, meeting notices and other communication may be sent to interested non-members using a contact list in the chapter email system. The chapter email address resides on Zoho.com. The Director of Newsletter and Email maintains this list by adding non-members who request to be on distribution and removing those individuals who either request to unsubscribe or whose email bounces back.

Webmaster (from the Chapter Operations Manual)

IMA provides chapter and council websites for brand consistency, streamlined website management and accurate listing of IMA's product offerings. A chapter must designate a webmaster that will maintain the chapter website. A chapter must keep the local content up-to-date and primarily have information on the following areas: president's message, chapter news, upcoming events (if any) and chapter board. The website must contain material that is current and of interest to the chapter and community.

The Webmaster coordinates with the President and Board members to ensure that information on the website is current, accurate and complete. The Webmaster may be assisted by an **Associate Webmaster**

Director – Social Media

Establish and maintain a social media presence for the chapter in accordance with the IMA Social Media Guidelines to promote IMA, the CMA and the San Diego Chapter.

Director – Academic Relations

The Chapter may appoint one or more Directors of Academic Relations. These individuals provide liaison between the chapter and Accounting and Finance faculty and students at local colleges and universities. The Director of Academic Relations promotes the chapter and its programs to the academic community and identifies opportunities for the chapter to support IMA's student outreach through activities such as student nights, presentations to student accounting societies or scholarships for attendance at the annual IMA Student Leadership Conference. The IMA Campus Influencer Program offers resources that can help with these initiatives.