

REGIONAL FINANCE DIRECTOR POSITION DESCRIPTION

Standing Finance Committee Mission:

The Standing Finance Committee shall be responsible for the financial wellbeing of the Corporation which includes oversight of: Budgeting, financial reporting, internal financial controls, financial audit and tax compliance and all monies, securities and other assets of the corporation the committee advises and reports to the Board.

Qualifications:

- Must be an EO member in good standing
- Previous finance chair or president for an EO chapter
- Formal accounting or finance education OR commensurate experience ensuring capability of addressing financial issues

Expectations and Responsibilities:

- Attend Regional Council calls
- Work on duties/projects as outlined under "Goals"
- Be actively involved with Regional Director to ensure the identification of a successor (ideally by 1 November)
- Ensure proper knowledge transfer happens between the current and incoming Finance Director
- Act as a sounding board for financial issues at the local and regional level
- Give financial input on regional Strategic Alliance contracts
- Help a new chapter create a framework for financial success
- Review chapter budgets in your region
- Ensure the following **reporting**
 - a. Review monthly regional budget (with detailed reasons for quarterly variances)
 - b. Review multi-chapter/regional event budget(s) up front and monitor throughout the process
- Lead/Facilitate the quarterly Finance Chair call for your region
- Attend quarterly Standing Finance Committee (SFC) calls
- Attend the Global Leadership Conference (GLC) and President's Meeting (PM)

Term and time commitment:

- 1 year term
- SFC calls are quarterly and 2 hours in length
- Task Teams and other assignments will vary

Applying and accepting a PoL role may require that you choose between the PoL role and being an EO trainer or facilitator. **Per EO's Conflict of Interest Policy, Tier 2 member leaders will be reviewed on a case-by-case basis to determine potential conflict of interests under the policy.** For questions, please contact pol@eonetwork.org

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