



## CALL FOR WADEM MEMBERS

To submit an Expression of Interest for the Executive Office:

### CHIEF FINANCIAL OFFICER

The WADEM Board of Directors is seeking WADEM members to apply for the position of **Chief Financial Officer**. This is a volunteer position. Nominees for this Executive Office position must have been a member of WADEM for a minimum of two (2) years. Interested members may submit an Expression of Interest (EOI) electronically through the following link -

<https://www.dropbox.com/request/J7PmkWkrXAYW9YhGSBZ5>.

EOIs should include a short biographical profile and a brief statement of interest in the Chief Financial Officer position.

#### **A. Position Description.**

The Chief Financial Officer serves as an elected Officer of WADEM for a term ending at the 2019 WADEM Congress in Brisbane. The individual serving in this position is expected to be an innovative financial leader capable of collaborating with multiple teams and stakeholders to oversee all financial aspects of the WADEM.

*Estimated hours per month: 1-3 hours/week*

*The number of executive meetings per year: 10-12/year via Internet*

#### **B. Professional Training and Experience**

Training in accounting, business or finance, and/or demonstrated experience in managing the financial interests of a non-profit or for profit organization are expected.

#### **C. Role and Responsibilities**

Collaborating with the Officers, Board of Directors, Membership and Stakeholders to build a sustainable financial growth strategy by:

1. Preparing-reviewing budgets for approval by the Board of Directors;
2. Developing and reviewing financial statements for internal and external audits;
3. Applying regulatory and legal accounting and tax rules that apply to WADEM;
4. Financial forecasting, risk management and internal control;
5. Asset stewardship, financial planning and analysis;
6. Supporting management teams' financial stability and growth strategic decisions;
7. Supporting the development of business objectives and performance analysis;
8. Integrating ethical economic and social factors;
9. Managing collaborative financial relationships and contractual agreements, and
10. Supporting Fundraising and other operational teams involved in:
  - a. Developing donor and sponsorship policies
  - b. Congresses
  - c. Educational programs
  - d. Membership
  - e. Marketing plans

**D. Specific Tasks of the Chief Financial Officer as defined in the By-Laws:**

1. Shall keep and maintain adequate and correct books and records of accounts
2. Shall deposit all money and disburse the funds of WADEM
3. Shall prepare the annual report to WADEM Members: Not later than one hundred twenty days after the close of the WADEM's fiscal year (31 March)

<https://wadem.org/wp-content/uploads/2016/03/bylaws.pdf>

**E. Organizational Support**

**The WADEM Executive Officer maintains the day-to-day bookkeeping for the organization.** This individual provides regular financial reports to the Chief Financial Officer, and works closely with the CFO to prepare an annual or biennial budget and oversee operational expenditures and revenue. The Federal and California state tax returns are prepared by an outside professional accounting firm based in Madison, Wisconsin.

The WADEM carries a \$1,000,000 indemnification insurance policy on its officers, directors, and staff.