

POSITION DESCRIPTION

EXECUTIVE VICE-PRESIDENT

The Executive Vice-President reports directly to the President, and works closely with the President in the day-to-day operation and governance of the Chapter. The Executive Vice-President shall assume the duties of the President in their absence. The Executive Vice-President is the Vice-Chair of the Board of Directors, is the Chief Compliance Officer of the Chapter, and the Chief Technology Officer of the Chapter.

General Expectations of the Executive Vice-President

- Demonstrate a commitment to the Chapter's Core Purpose and Vision.
- Follow the highest ethical standards, ensuring accountability and compliance with all laws and regulations.
- Uphold and abide by the ACFE Code of Professional Ethics and all Chapter bylaws and policies.
- Exercise responsible stewardship of the Chapter and manage all compliance, regulatory, and technology issues.
- Ensure the President and the Board are kept advised of important matters.

Specific Responsibilities of the Executive Vice-President

- Assist the President in the day-to-day operation and governance of the Chapter.
- Review and approve all applications for access to Chapter systems, including the website, social media accounts, and email accounts. Advise all passwords, password resets, and access instructions are made to the respect holders through a secure and confidential mechanism.
- Monitor, on an ongoing basis, access and content on all Chapter systems, including emails as outlined in the Technology and Administration Policy. Take whatever action is appropriate, in conjunction with the President, to ensure any security or policy breaches are addressed.
- Conduct technology-related audits from time-to-time to ensure systems are functioning properly, and required backup copies of all digital and electronic records are being maintained by the responsible officers or board members as required by the Technology and Administration Policy.
- In the capacity of Chief Compliance Officer, investigate and recommend appropriate action on any governance matter brought to your attention, with or without the aid of independent counsel as deemed appropriate in your sole discretion with advice to the President, and ensure any relevant filings that may be required by regulation or statute are made in a timely manner.

Authority

The Executive Vice-President has the necessary authority to effectively carry out the assigned general expectations and specific responsibilities, and is accountable to the Board of Directors.