



BOARD MEMBER JOB DESCRIPTION

POSITION TITLE	VP FINANCE
<p>RESPONSIBLE FOR: <i>General overview of area of responsibility</i></p>	<p>With the NS Executive Director, overseeing the development and maintenance of the RNS Annual Budget. Reviewing Quarterly, activity of the Association with emphasis on active program and / or director budgets in that timeframe. Work with the Executive Director on forecasting budgets 1-3 years out. Assist Executive Director with ensuring final reviewed report for Annual General Meeting is completed. Copies for Joint Stocks filing and for Provincial Government annual report required. Be part of committees throughout the season as required. Liaise with Director responsible for Provincials on event budgets. Liaise with Director responsible for Atlantics and Easters on event budgets.</p>
<p>RESPONSIBLE TO: <i>Reporting relationship and accountabilities</i></p>	RNS Board in season; Membership via AGM Report.
<p>QUALIFICATIONS: <i>This can include education and/or specific training (ie. Drivers license)</i></p>	<p>MUST BE PROFICIENT IN SAGE, EMAIL MICROSOFT EXCEL AND WORD PREFERRED CGA, OR OTHER ACCOUNTING DESIGNATION. Understand and support LTAD and Tenets of CS4L.</p>
<p>SKILLS REQUIRED: <i>List of required skills and abilities. Be specific and minimum qualifications, not ideal ones.</i></p>	<p>UNDERSTAND AND NAVIGATE SAGE ACCOUNTING SOFTWARE. BASIC COMPUTER (WORD AND EXCEL) AND EMAIL ABILITIES, ORGANIZATIONAL SKILLS. TIME MANAGEMENT</p>
<p>MAIN DUTIES: <i>A list of tasks performed. Think of long range duties (participation in yearly event, monthly reports) as well as more frequent tasks (respond to member inquiries).</i></p>	<p>WITH AUDITOR, PRESENT ANNUAL FINANCIAL STATEMENT AT AGM. SIGNING AUTHORITY. PRESENT BOARD APPROVED BUDGET AT AGM. REVIEW ALL PROVINCIAL TEAM AND CANADA WINTER GAMES PROGRAM / TEAM BUDGETS FOR RECOMMENDATIONS TO THE BOARD PRIOR TO APPROVAL. ASSIST WITH THE SET UP OF THE AGM REPORT WITH THE EXECUTIVE DIRECTOR. QUARTERLY REPORTS. ATTEND ANNUAL BOARD PLANNING MEETING.</p>
<p>EVALUATION <i>How is effectiveness in this position assessed?</i></p>	UPDATED QUARTERLY AND ON TIME ANNUAL MEETING REPORTS.
<p>TIME COMMITMENT: <i>Approximate time commitment broken down by week, month or season depending on position.</i></p>	6-12 HOURS PER MONTH
POSITION TERM:	2 YEARS

<p>OTHER CONSIDERATIONS: <i>Any other considerations or benefits that a volunteer should be made aware of.</i></p>	<p>REPRESENTATION AT PROVINCIALS FOR A MINIMUM 4 HOURS. CHAIR RNS POLICY REVIEW COMMITTEE WHEN SECRETARY AND VPADMIN POSITIONS ARE VACANT. COMMITTEE MEMBER OF ATLANTICS, EASTERN'S, AND PROVINCIALS COMMITTEES WITH FISCAL RESPONSIBILITIES TO THESE EVENTS.</p>
<p>APPROVAL DATE: <i>Job description date of approval.</i></p>	<p>APRIL 201_</p>
<p>REVIEW DATE: <i>Job description date for review.</i></p>	<p>JANUARY 201_</p>