

POSITION: Director of Finance
TERM: Two-year term
TIME COMMITMENT: 16--24 hours/month

PRIMARY RESPONSIBILITY:

To assist in the management and direction of the organization in a manner that is timely and consistent with the goals and policies of the organization, with emphasis on managing the policies and procedures of the organization, product management, and financial operations of the organization.

MAJOR DUTIES:

The Director of Finance will:

1. Oversee the financial responsibilities of the organization, including reviewing for reasonableness all cheque payments and financial statements prepared by the association management company.
2. Oversee, liaise with, and be a resource to both the Board and the association management company in the preparation of the annual National and Chapter operating budgets for the association.
3. Oversee, liaise with and be a resource to the Board, Chapters and the association management company in review of the National and Chapter financial reports for the association.
4. Liaise with and be a resource to the association management company on any activities involving the administration or financial activities of the organization.
5. Liaise with and be a resource to the association management company on reviewing on an annual basis the insurance policies held by the Board to ensure coverage is complete, policies are kept active, and premiums are at a reasonable cost.

REPORTS TO: President

DIRECT REPORTS: Chapter and Networking Group Treasurers