Lacrosse Nova Scotia Board of Director Role Description

Vice President Finance

The VP Finance provides an overview of the financial aspects of the Society and ensures that the Board receives financial reports at each regular Board meeting or as requested by the President or Vice-President Organizational Effectiveness.

SKILL SET:

- This role should be filled by someone with bookkeeping or accounting experience. The individual must be able to balance the bank account, prepare statements, prepare budgets, and provide the Board with the Society's present and projected financial position.
- The individual must understand the importance of keeping the financial information organized, up-to-date, and secure; and
- The individual must have a comfortable working knowledge of spreadsheets, internet banking, financial software and word processing.

SPECIFIC RESPONSIBILITIES:

- Presents financial reports at each Board meeting and as requested by the President or Vice President Organizational Effectiveness. This can be comprised of cash position on date of meeting, cash roll forward, and an analysis of future financial commitments.
- Provides a general analysis of the Society's financial standing upon request.
- Advises the Board on the feasibility of future financial commitments.
- Works with the staff of the Society to organize the timely payment of invoices and reimbursements to members.
- Works with the staff of the Society to processes financial transactions, including the receipt, deposit, and disbursement of all monies of the Society.
- Works with the staff of the Society to ensures an accurate record of all monies received and disbursed is kept in a timely manner.
- Works with the staff of the Society to send out membership renewal invoices and follows up on fee payments.
- Works with the staff of the Society to receive and action all Interact email transfers.
- Authorized to sign the Society's cheques.
- Organizes authorization of new signing authorities on the Society's bank account.
- Presents a financial report at the Annual General Meeting.
- Be responsible for the Society's annual independent financial review and the preparation of a "Draft Annual Budget"
- Completes and submits the Annual Registry of Joint Stocks report.
- Works with the staff of the Society to ensure all financial papers and documents are secure.
- Ensures that all statutory reporting and requests for financial information are conducted in a timely

fashion in accordance with the bylaws/Board policies.

- Serves as a member of the Board of Directors and attends all meetings as such.
- Assists the President in the performance of their duties, whenever requested to do so.
- Promotes all the objectives of the Society.
- Serves as an officer of the Society.
- Attends all ad hoc meetings as directed by the President; and
- Represents the Society before other Societys or Organizations as requested by the President.

RELATIONSHIPS:

Accessible to all volunteer leaders and the general membership seeking answers to the Society's financial condition. Works closely with the Board of Directors.

TIME COMMITMENT:

Monthly Time Commitment is approximately 8 hours per month allocated as follows:

- Approximately 6 hours for work requirements
- 20 hours for year-end finalization; and
- 2 hours for attending monthly meetings.