



Job Description

Officer Position: VICE PRESIDENT FINANCE (Appointed annually, confirmed at Fall HOD. One year term, renewable.)

Rationale: The Vice President Finance provides focused, objective, professional and timely guidance to the BOD, its related organizations and the Society regarding uniquely Canadian issues. He shall be a member of Ontario District in good standing with a background in law or finance; while helpful, a professional designation is not required. He should have seen service as a Chapter Treasurer or the equivalent.

Tasks & Responsibilities:

1. Form and chair a committee, in size and scope at his discretion, to assist him in carrying out his duties.
2. Prepare an annual work plan.
3. Collect the District's funds and deposit them to the District's bank account in a timely fashion.
4. Make authorized disbursements of District funds.
5. Maintain the District's financial records.
6. Provide financial reports and statements to the District Treasurer and the DMT.
4. Provide advice and counsel to the District President and Treasurer.
5. Serve on the District Finance Committee and make recommendations to the Treasurer.
6. Ensure that all statutory and regulatory filings of the District are properly prepared and submitted on a timely basis.
7. Research and recommend to the Board cost-saving opportunities within District operations.
8. Receive reports from, and provide feedback to related organizations, such as Harmonize for Speech, the Association of Ontario Champions (OAC), ONTA FAME, and all District Chapters to ensure compliance with statutory and Society regulations.
9. Provide advice regarding Canadian accounting and tax practices for the District, its related organizations, and its Chapters.
10. Assist the Board, functional VPs, Chapters and others in the cost benefit analyses of proposed District programs not previously budgeted.
11. Provide regular assessments of the District's financial position to the Treasurer for presentation to BOD and the HOD.
12. Consult with Society officers, committees and task forces regarding financial matters that affect Canadian Chapters and members.

Directly Communicates with: District President, Treasurer, District Vice-Presidents and Chapter officers and, as required, Society and District committees and task forces.

Reports Required			
Type	To	Copies to	Due Date
Financial plan, in writing	District President	BOD DMT	For following year, one week prior to September Planning meeting.
Updates	District President	BOD DMT	One week prior to each DMT, and each HOD meeting
Year-end report	District President and Treasurer	BOD, DMT	Annually, January
		District HOD	Annually, April