

FINANCE DIRECTOR

Role:

Manage the financial business of the College.

Term:

2 year term elected on even years.

Responsibilities:

- Attend all meetings of the Council.
- Chair the Finance Committee.
- Facilitate quarterly budget reviews.
- Prepare an annual budget with the finance committee.
- Provide submissions for the College newsletter regarding College business finances.
- Write 1 annual article for the College's annual report.
- Provide written council member report summarizing activity updates 1 week prior to council meetings.
- Has signing authority.
- Member of Executive and Finance Committees.
- Mentorship of new Director for 6 months after tenure.

Skills Sought:

Individuals nominated for this role should possess the following skills and qualifications.

- All elected members of the Council must possess current RPFT designation in good standing.
- Management experience and fiduciary ability.
- Interest and knowledge of current events and issues within the profession.
- Ability to coordinate, manage and be a part of a committee.
- Integrity and ethical responsibility.
- Ability to coordinate and work within a team.

Skills Developed:

Individuals fulfilling this role can expect to develop numerous skills and qualifications including, but not limited to:

- Strategic and financial management and board governance experience.
- Legislative knowledge, volunteer management, public relations and professional involvement.
- Expanded professional network.

Annual Time Commitments:

- Council and Executive Meetings 10.0 days
- Annual General Meeting 2.0 days
- Committee involvement 5.0 days