



## Director-at-Large Finance (Volunteer Position)

### Background

Since 1969, Gymnastics BC has been a provincial leader in promoting, developing, and delivering positive and diverse gymnastics experiences for province-wide participation at all ages and stages of the sport.

Gymnastics BC's Board of Directors is recruiting a volunteer Director-at-Large Finance, which will help to shape both the future of the organization, and gymnastics in our province for years to come.

As a member of the Gymnastics BC Board of Directors, you will contribute to the work of committees that support the operations of the Association, and help establish policies that guide the safe and effective delivery of gymnastics programs in BC.

If you are passionate about amateur sport and have a strong background in financial matters relating to not for profits, we invite you to apply to this exciting position. A professional accounting designation, such as CPA or similar, would be a preferred qualification.

### Time Requirements

The Gymnastics BC Board of Directors meets a minimum of 4 times and a maximum of 6 times each year, in addition to the Annual General Meeting. Some meetings are in-person but others may be held virtually.

The Finance Committee meets quarterly.

Additionally, this position requires around 3-4 hours of work per month, with some flexibility.

### About the Role

The Director-at-Large Finance is appointed to the Gymnastics BC Board for a one-year term.

The responsibilities of this role include:

- a) managing the Board's review of and action related to its financial responsibilities;
- b) working closely with the CEO and staff to develop financial policies and procedures, as well as ensure sound management and maximization of cash and investments;
- c) chairing the Finance and Audit Committee;
- d) acting as a member of the Personnel Committee;
- e) ensuring Board review of financial policies and procedures;
- f) presenting quarterly results and forecast at Board meetings;
- g) meeting with auditors to discuss draft audited financial statements, discuss findings and any concerns;
- h) presenting the audited statements of Gymnastics BC to the members at the Annual General Meeting;
- i) presenting the annual budget to the Board for approval;
- j) co-signing cheques as a representative of the Board, as required.

### Application Details

Please submit a resume and a cover letter to [ceo@gymbc.org](mailto:ceo@gymbc.org) no later than 4:00 PM PDT on August 31, 2022, or until a suitable candidate is found.