



## 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 levels.

Gymnastics BC's Board of Directors is recruiting for a volunteer Director-at-Large Finance, which will help to shape the future of Gymnastics BC, 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 you will 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 Required

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 an application including your resume and a cover letter no later than 11:59 PM PDT on October 2, 2023 to [ceo@gymbc.org](mailto:ceo@gymbc.org).