



Finance Committee Member – Description of Duties

Job Title: Volunteer Finance Committee Member

Objectives: The Finance Committee is a standing committee of the Board of Directors and is chaired by the Board Treasurer. The committee is responsible for reviewing and providing guidance for KARATE CANADA'S financial matters. Together with the office staff, the committee assures internal controls, independent audit, budgeting and financial analysis for the organization. The Finance Committee reviews all financial statements and reports on financial activity to the full board. To help the board fulfill its oversight function, it is important for the Board Treasurer and the Finance Committee to present the information in as clear and concise a manner as possible.

Duties and Responsibilities:

1. Work with fellow committee members to provide direction to the Board of Directors for financial responsibility.
2. Regularly review the organization's revenues and expenditures, balance sheet, investments and other matters related to its continued solvency.
3. Ensure that organizational funds are spent appropriately.
4. Assist with the preparation of an annual audit and audited Financial Statements.
5. Review and approve the annual budget and submit it to the full Board for approval.
6. Oversee the maintenance of organizational-wide assets
7. Ensure implementation and maintenance of appropriate internal controls and risk management measures such as proper insurance coverage.

Qualifications and Requirements:

The Volunteer Finance Committee Member should have:

- The ability to understand financial statements
- Experience in creating budgets

- Knowledge of financial policy and procedures for non-profits.
- The ability to work cooperatively with other committee members.
- Excellent communication skills
- Time to dedicate to this professional volunteer opportunity (approximately 3 hours per month)
- Commitment to take on an occasional finance-related special project.
- Commitment to attend regular meetings.
- Must be comfortable in a team environment.

Lines of Communication:

Reports directly to the Finance Committee Chair / Board Treasurer and works closely with fellow volunteers to complete assignments and exchange ideas.

Time Commitment:

Approximately two to three hours per month for the length of appointment, plus additional specific assignments as needed and agreed upon.

Duration of appointment:

The appointment is for a period of two years.

Application:

All interested candidates are asked to please submit their application by email to the Committee Chair / Board Treasurer Mr. Danny Morin, at: dmorin@amfcanada.com no later than **June 14, 2021**. Please ensure to include basic information about your reasons for applying as well as about your relevant expertise and credentials. Karate Canada will contact all candidates in June or early July.