



Duties of Officers

The Finance Director

The Finance Director shall:

- Have oversight in the receipt and expenditure of all monies of the Society;
- Be the chief signing officer of the Society;
- Keep a just true account, in the name of the Society, of all monies received and paid out, and of any and all financial transactions of any and every kind whatsoever, including, always, a full and complete statement of the credits and liabilities of the Society;
- Arrange for the deposit all funds of the Society in a Chartered Bank of Canada under such accounts as may be deemed necessary, in the name of the Association;
- Undertake to invest funds of the Society, in accordance with instructions of the Board Executive, in a manner likely to accrue to the advantage and benefit of the Society;.
- In association with the Executive Director, draw up and submit, at the beginning of the fiscal year, an operating budget of the Society, based on estimated revenues and expenditures;
- Submit a financial statement to Board meetings as and when called upon;
- Submit a financial report to the Annual General Meeting of the Society;
- Ensure that the books of the Society are properly audited at the end of the fiscal year;
- Immediately following the Annual General Meeting of the Society, inform the Bank in which Society accounts are kept of the names and addresses of the signing officers of the Society, who shall be the Finance Director, the President, the Vice-President and the Executive Director.
- Assist the Executive Director in the preparation of a final Budget submission to be presented to the Board Executive for approval and subsequently to the appropriate provincial government ministry in accordance with the policies, procedures and requirements of the Province;

- Act as a chairman of and appoint Society members to the Finance Committee, and, as such, be responsible for the application for and the disbursement of all grants of monies received by the Society from the Government of British Columbia or from any other grant-awarding institution. The Finance Director may appoint a Financial Assistant from among the Association members to assist him/her in the execution of the aforesaid responsibilities;
- Serve as a member of the Society Board of Directors and hold current membership to the Society;
- Perform such duties as may be determined from time to time by the Board;
- Assist the President in the duties of his/her office;
- Liaise with the Executive Director and Accounts Manager where appropriate;

Standing Committees

Finance Committee

MEMBERSHIP:

- The Finance Committee shall consist of the FHBC Board Executive Committee Membership (Finance Director (Chair), President, Vice-President, Board elected member). Other members may be co-opted to the committee if desired.

MEETINGS:

- The Finance Committee shall meet at least three times per year to prepare grant submissions, allocate funds and recommend policies as required.

COMMITTEE RESPONSIBILITIES:

- Prepare submissions to the Provincial Government.
- Recommend allocation of funds received.
- Recommend membership fees to be set at the Annual General Meeting.
- Recommend budget policies with regard to travel expenses, meal allowance, honoraria, etc.
- Review staff salaries annually.
- Recommend the annual scale of registration fees for all FHBC tournaments for presentation with the budget.