



ONTARIO TENNIS ASSOCIATION

HUMAN RESOURCES POLICIES & PROCEDURES

Title Vice Chair Finance & Administration Roles and Responsibilities	Effective Date June 12, 2021	Page 1 of 2
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	Next Review Date June 2024	

POLICY STATEMENT

1. The Vice Chair of Finance and Administration functions as the chief financial officer of the Association, overseeing the development of budgets, financing plans, charitable returns and financial reports related to the operation of the Association, and recommending these plans and reports to the Board for final approval. They also recommend the external auditors and initiate with the Executive Committee, the annual external audit activity and engagement,
2. Is chair of the **Executive Committee** (EC). This standing committee exists to support the development of sound business policies and procedures for the Association and ensure that resources are allocated to operations in a manner consistent with the Strategic Plan of the Association.

RELATIONSHIPS

1. Reports to Board of Directors.
2. Works closely with the President and related staff as necessary.
3. Has a lateral relationship with all other Board members.

RESPONSIBILITY

1. Calls and chairs meetings of the **Executive Committee** (EC) and sets the agenda.
2. Ensures that minutes are taken during the EC meetings and are distributed to the EC.
3. Oversees all financial operations of the Association, working closely with the President and controller to ensure full and accurate books of account are kept.
4. Works closely with the controller to complete quarterly internal reporting to be presented at the appropriate Board meetings.
5. Works closely with the President and Vice Chairs to complete an annual budget based on the President's Operations Plan and the latest Strategic Plan. Works with the President to determine staff commitments associated with the budgeted programs.
6. Works closely with the President, controller and auditors appointed at the last Annual General Meeting (AGM) to review the annual audited financial statements and presents the findings and conclusions at the next Annual General Meeting.



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7. Meets with the membership formally and informally to promote the image of the Association and to elicit member input.
8. Supervises and participates as necessary in the delivery of special initiatives and programs as delegated from time to time by the Chair of the Board, Board of Directors, or EC.

EXPERIENCE PREFERRED

1. A background in accounting or budgeting.
2. Capable of taking control of situations and resolving them quickly and effectively.
3. Good leadership and organizational skills are an asset.

REFERENCE POLICIES

- HR1 – Abuse & Harassment
- HR2 – Board of Directors’ Responsibilities for Code of Conduct, Conflict of Interest and Confidentiality
- GP4 – Board Planning Cycle
- AC1 – Internal Financial Reporting

PROCEDURE DEVELOPMENT

None

APPROVALS

on behalf of the Executive Committee		
		Date:
Chair of the Board		
		Date:
on behalf of the Board of Directors		
		Date: