

SAWA Finance & Audit Committee Terms of Reference

3.4.6 Vice President Finance Responsibilities

As the chief financial officer of SAWA, the Vice President Finance's primary responsibility shall be to design financial plans and programs which ensure the financial well-being of SAWA.

The Staff shall work with and report to the Vice President Finance with respect to the Financial matters of the Association.

As Vice President Finance, he/she shall:

- 1) Prepare a fiscal policy for SAWA and present it to the Board for ratification.
- 2) Approve or disapprove all actual and proposed expenditures according to the adopted fiscal policy.
- 3) Act as the signing officer for all cheques and financial documents.
- 4) Oversee the preparation of a monthly financial report, to be distributed to the Board.
- 5) Be responsible for providing policy and preparing budgets, for the following:
 - i. All travel claims
 - ii. Team travel
 - iii. Affiliation fees
 - iv. Registration and membership fees
 - v. Administration expenses
 - vi. Office expenses
 - vii. Salaries
 - viii. Promotional projects
- 6) Have the authority to call for an accounting from any member of SAWA who exceeds their budgetary responsibility. In such an instance, the person in question shall answer to the Board of SAWA. The Vice President Finance shall also make recommendations to the Board and, if requested, to the General Council regarding action to be taken.