



**judo
alberta**
THE ALBERTA KODOKAN BLACK BELT ASSOCIATION

Judo Alberta – The Alberta Kodokan Black Belt Association
11759 Groat Road NW
Edmonton, Alberta, Canada T5M 3K6
Office: (780) 427-8379
Toll-Free: (1-866) 919-5836
Fax: (780) 447-1915
Email: judo@judoalberta.com
www.judoalberta.com

POSITION DESCRIPTION

POSITION TITLE: VICE - PRESIDENT FINANCE

PRIMARY FUNCTION

1. As a member of the Executive, determines the direction of present and future programs through a constant review of program objectives, results, and accomplishments.
2. As an elected member of Judo Alberta, represents the membership in meeting the first primary function.
3. Plans, organizes, and supervises the acquisition and disbursement of Judo Alberta funds from outside agencies.

GENERAL RESPONSIBILITIES AND DUTIES

1. Attend Executive meetings, usually held from 4 to 5 times a year.
2. Attend Annual General Meeting usually held in October. Present a report on accomplishments for the year for the Executive position held. Written and signed copy of report is to be given to Secretary to be included in minutes of the meeting.
3. Participates in the formulation of financial plans, policies, and procedures of Judo Alberta.
4. Submit applications to various agencies for funding. Acquires funding from external agencies under the guidelines and/or policies of that agency.
5. Reports to external agencies on the disbursement of funds received.

INTERNAL CONTACTS AND RELATIONSHIPS

1. Member of the Executive Committee, attends Executive meetings and has a vote on Executive motions.
2. Director of Judo Alberta, attends Directors' meeting and has a vote on Directors' motions.
3. This position is elected by the voting members at the Annual General Meeting. The position is for two years. If the executive member resigns before the term is over, the Executive Committee may appoint a replacement for the remainder of the term.
4. Works with Treasurer to monitor disbursement of grant monies for reporting purposes.
5. Monitors program funding requirements for Committee Chairs.

EXTERNAL CONTACT AND RELATIONSHIPS





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AUTHORITY AND EXPENDITURE LIMITS

1. Makes decisions as a member of the Executive or as a member of the Directors. Does not make unilateral decisions involving the rest of Judo Alberta.
2. Spending on Executive matters limited to travel to and from meetings, expenses when attending meetings, stationary, postage, phone calls. All other expenses to be approved before hand.
3. Has authority to sign cheques for expenditures. Expenditures are not to exceed previously authorized amounts as prescribed by the Judo Alberta budget.

KNOWLEDGE AND QUALIFICATIONS FOR POSITION

1. Knowledge of the sport of Judo.
2. Knowledge of basic rules of order in conducting a meeting.
3. Must be a current member of Judo Alberta.
4. Has a vote on Executive Committee.
5. Must be willing to serve the two year term.
6. Must be willing to travel to meetings around Alberta.
7. Must have good interpersonal skills.
8. Must be capable of handling responsibility.
9. Must be willing to accept direction from the President and/or Executive and to accept all decisions at the Executive level as the policy of Judo Alberta.

