

**Rotary District 5020
District Finance Chair
Job Description**

Overview and Objectives:

The District Finance Chair heads the District Finance Committee whose primary purpose is to oversee and safeguard the assets of District 5020. The Chair conducts an agreed upon procedure of review which includes a review of the Treasurer's management of District income and expenses. The Finance Chair reports to the District Governor.

Term of Appointment: The appointment is a 3-year term, renewable annually, subject to approval of the DG, DGE and DGN.

Responsibilities:

- Chairs the District Finance Committee which includes the IPDG, DG, DGE, DGN, District Treasurer and two members at large, one from Canada and one from the U.S.
- Ensures the District Finance Committee safeguards the assets of the district funds and fully supports the fiduciary responsibilities of the District Governor
- Advises the DG on all District financial matter to address emerging financial issues
- Works with the DGE to prepare a detailed budget ready by January of the Rotary year before the budget takes effect
- Preserves the restricted reserve fund as required by District 5020 Policy
- Determines the adequacy of the dues
- Maintains a close working relationship with the District Treasurer and supports the Treasurer on issues or problems concerning revenue and expenditures
- Provides fiscal oversight for events/activities such as DTA/Conference, Youth Exchange and Global Grant Management to ensure they are being operated
- Reviews all financial reports records of the District operations to ensure compliance and adherence to budget. This includes but not limited to, Global Grant Management, Youth Exchange and DTA/Conference and similar major functions
- Leads agreed upon procedural for review of District finances each Rotary year by the September immediately following the year in question
- Supports the PDG once-removed or IPDG who is responsible for the integrated report to RI of all District 5020 finances dues in the September immediately following the year in question
- Acts as a voting and attending member of District Council meetings
- Assists the DGE in developing succeeding District Budgets
- Serves as Chair of the Finance Committee
- Recommends to District Governor replacement individuals for the Finance Committee
- Organizes quarterly Finance Committee meetings

- Recommends to DG team potential replacements for the Finance Chair position prior to his/her term ending

Qualifications:

- Competent computer skills
- Effective verbal and written communication skills
- Significant experience in accounting and financial reporting
- Ability to travel to/from Canada/USA
- Must be Youth Protection compliant and have taken District Youth Protection training
- Must be a Rotarian in good standing

24-Sep-19