

## The United Church of Canada

### Position Description

Position Title: Finance & Extension Board Secretary

Reports to Position: The Finance & Extension Board President and its Members

Unit / Regional Council: Conseil regional Nakonha:ka Regional Council (Region 13)

#### Purpose

From the 1926 Constitution – The Secretary shall have charge of the Minutes and Records of the Corporation, and cause records to be prepared and preserved of all meetings of the Corporation and of the Board of Directors. The Secretary shall cause notice to be issued of all meetings of the Board and shall, ex-officio, be a member of all committees.

The Secretary provides oversight on financial activities and other commitments made by the Corporation notably the loans to Communities of Faith, the accounting cycle, and to property agreements on the resale of church property.

#### Context

The Finance & Extension Board was incorporated under the United Church of Canada Act in 1926 immediately following the creation of the United Church of Canada. The Finance & Extension Board is a principal financing means for the development of communities of faith in the Regional Council.

The F&E Board is a separate corporation within the oversight of the Conseil Régional Nakonha:ka Regional Council and under the governance of its Officers and Members who represent the Regional Council.

The Secretary position is part time with between 12-18 hours work per month. The position is paid for services rendered as per the annual agreement.

#### Specific Outcomes and / or key position functions:

- Responsibility for the issuance of Agendas of the Board meetings, and of committees.
- Responsible for the issuance of Minutes of Board meetings and of assigned committee meetings.
- Responsible as a signing officer to approve invoices from vendors and to sign cheques, authorized to sign contracts, especially the loan agreements.
- Works with the Treasurer to prepare the annual funding proposal based on the agreed-upon funding formula. Works with the F&E Treasurer to prepare the annual budget.
- Works with the Treasurer and the Chair of the Finance Committee to monitor the cash flow of the Corporation – the main inputs to cash are withdrawals from the investments,

and receipts from the loan clients; the main disbursements of cash are payments to the loan clients, and payment of the invoices received.

- Works with the loan clients on all the features of loans – including the preparation of the loan agreements based on Regional Council and Board determination; the preparation of payment schedules; the monitoring of the loans to the agreements and schedules.
- Works with the Investment manager for all unrestricted and restricted funds. He is authorized to communicate with the investment manager on cash withdrawals, and any changes to asset allocations. Communicates actions to the Investment Committee.
- Works closely with the Office Administrator on the accounting cycle, the integration of all topics related to Regional Council / F&E coordination including the grants made by the Grants and Enabling Committee and the consequent withdrawal of funds from the restricted investment accounts; the oversight of the applications of the bursary students.
- In conjunction with the Treasurer and the Office Administrator, works with the independent accountant on the annual F&E Review Engagement. The Secretary ensures the timely preparation and filing of statements and reports including the Financial statements and the Charity returns to CRA/MRQ.
- Responsible to maintain strong positive relationships with all the internal contacts, primarily the Board members and the President.
- Responsible to maintain strong positive relationships with all the external clients, primarily the loan clients, the Investment manager, and the independent accountant.
- Works with the Property Committee on assigned property temporarily held by the Board for sale, including the payment of expenses on the building as deferred charges, the determination of Management fees, and the Notarial agreements.
- Other tasks as assigned, especially on ad-hoc project requirements.

#### Qualifications

- Strong knowledge of accounting, law, contracts, investments.
- Post-secondary education together with several years of business experience.
- Highly developed verbal and written skills with excellent attention to detail.
- Ideally, ability to communicate in both languages, though the work is primarily in English.
- Organizational skills to meet deadlines and complete multiple tasks.
- High degree of competence in MS Office software products (Word, Excel).
- Must be able to work independently as well as in a team environment.
- Consultative work ethic, ability to work well with the Board members and with volunteers.
- Knowledge of the polity and policy of the United Church of Canada.

**Working Conditions** This position functions from both the Regional Council Office and from the home of the Secretary. The Secretary is responsible to maintain the files of the Corporation on the computer server, and is able to make significant usage of the internet to communicate.

Approved by the F&E Board - May 28, 2020