

# Prince Edward Island Nurses' Union Policy Manual

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## Duties and Responsibilities of the Vice President of Finance

## Policy Number II-80

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1. The duties and responsibilities of the Vice President (VP) Finance shall be as stated in Article 3.25 of the Constitution and By-Laws, namely:
  - a. be one of the signing officers of the Union; and
  - b. Be the chair of the finance committee; and
  - c. ensure the Union's financial records are maintained in accordance with the relevant Union policies.
  - d. In addition, the VP Finance shall be responsible for the administration of the PEINU Education Fund.
2. The VP Finance shall review the current financial status and itemized expenses of the Union with the Executive Director prior to each Executive Council Meeting and the AGM; and at such other times as may be deemed necessary.
3. The VP Finance shall, in consultation with the Executive Director:
  - a) prepare a summary year to date financial report for presentation at each Executive Council Meeting;
  - b) review the annual Local financial reports and inform the Executive Council of any findings of questionable spending or record keeping;
  - c) assist in the development of financial management policies for the Union;
  - d) prepare a detailed financial report for presentation at the AGM;
  - e) ensures an annual audit is completed.
4. The VP Finance may review the current financial status of the Union without the presence of the Executive Director.
5. Qualifications and expectations for this specific role are further identified in the Terms of Reference document.