

JOB DESCRIPTION

POSITION TITLE:	Regional Treasurer	STATUS:	Elected
REPORTING TO:	Regional Chair/Council Member and Provincial Treasurer	COUNCIL APPROVED:	September 18, 2013 Revised October 17, 2016

POSITION OVERVIEW

As a member of the Regional Executive Team, actively participates in executive planning and decision making for the region, and participates in the execution of the plans. Conducts the financial business of the region in accordance with the BCNU's and the Region's financial policies.

KEY ACCOUNTABILITIES

Contributes to the financial health of the Region by ensuring the successful implementation of strategies and priorities in a responsible manner

-) Maintains an accurate account of all funds received and expended by the region
-) Presents a financial report (minimum quarterly) to the regional executive
-) Reports to and provides Chair(s) with information and documentation which allows the Chair(s) to supervise regional expenditures
-) Submits regional financial records to the provincial office to be part of the BCNU annual audit
-) Presents an annual financial report to the region at the annual general meeting
-) Acts as signing officer of the region
-) Prepares an annual budget in consultation with the regional executive for presentation to the Provincial Treasurer
-) Attends the annual BCNU provincial budget meeting
-) Maintains a list of worksite and regional assets
-) Maintains a record of equipment owned by the region and its location
-) Obtains and keeps on file, annual plans for bargaining units prior to approval of steward reimbursement time
-) Performs such other duties as determined by the region
-) Maintains accountability for time spent on union activities **Contributes to**

and supports the effective performance of the regions and committees

-) Provides financial advice to the region
-) Has a fiduciary responsibility to the region and the BCNU
-) Attends all regular and special meetings of the region
-) Is an active participant in regional planning sessions
-) Works effectively with Regional Executive Team
-) Serves on a number of committees as outlined in the Committees and Membership section below

Ensures member interests are served in accordance with the organization's mission and vision.

-) Assists the Regional Chair in executing the mandate for the Region
-) Ensures that spending priorities reflect Union goals and are fiscally responsible

COMMITTEES AND MEMBERSHIPS

-) Serves on the Regional Job Action Committee
-) May serve on the Finance Committee
-) Is a steward-at-large for the Region

MEASURES OF PERFORMANCE

-) Provision of timely information and high-quality financial reports to the Executive
-) Effective preparation of budgets
-) Effective execution of projects assigned
-) Positive, productive relationships with members and others
-) Evidence of problem solving success with stakeholders
-) Effective Regional Executive Team member

COMPETENCIES

The competencies required to successfully fill a Regional Treasurer position are a blend of leadership, problem solving and technical

Ñ **Leadership of Self and Others**

- Leading self requires a keen self-awareness and self-management, understanding own emotional triggers, assumptions, biases, values, principles, strengths and limitations
- Leading others requires the ability to engage others through relationship building, personal influence, teamwork, communication, and role modeling

Ñ **Representing BCNU**

- Operates with an understanding of the need for fiscal responsibility at the regional level
- Influencing skills to build partnerships and networks to create results

Ñ **Technical knowledge and skills**

- Understands the role and legal responsibilities of a union representative
- Strong technical and historical understanding of the interpretation of the collective agreement
- Fluent in BCNU agreements and policies as well as other relevant policies
- The knowledge and ability to access the information and support needed to fill the role
- The ability to understand budgets and financial statements and the general structure and functioning of BCNU's financial systems as well as the broad economic picture of the BCNU
- Bookkeeping and accounting skills an asset
- Computer knowledge and skills an asset

Ñ **Critical Thinking/Problem Solving**

- The ability to examine presenting issues and problems, probe for related issues, and think strategically about potential outcomes and best courses of action
- Form options, and make decisions through investigative research, critical analysis of information, and the careful testing of assumptions and facts

Ñ **Relationship Management** ○ The ability to build connections, partnerships and networks to create results

- Recognize that building and maintain effective relationships is essential to strong labour relations practice and the building of an engaged membership at the worksite

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Conflict Fluency

- The ability to draw on various skill, abilities and tools in responding to conflicts arising from difference in viewpoints, priorities, values, desires, and needs

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Communication ○ The ability to convey information and ideas in a clear, meaningful and timely manner

- Awareness of own communication style and observant of the styles and needs of those they are engaging with, seeking input and feedback from others
- The ability to deliver information through a variety of different media and forms, selecting the one that best supports their goals and parameters
- The ability to listen carefully and work to ensure understanding of what others are saying, thinking and feeling
- The ability to write in a clear, concise, organized and convincing manner for the intended audience