



JOB DESCRIPTION

POSITION TITLE:	Regional Treasurer	STATUS:	Elected
REPORTING TO:	Regional Council Member and Provincial Treasurer	COUNCIL APPROVED:	September 18, 2013 rev: June 25, 2020

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 Regional Operations Plan. Conducts the financial business of the region in accordance with the BCNU's and the region's financial policies, and acts as a steward in the region.

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
- Reviews and approves Member Salary Reimbursement and Expenses in a timely manner ensuring all expenses approved adhere to the BCNU financial policies
- Uses financial accounting system to create purchase orders for expenditures and approve invoices.
- Presents a financial report, worksite report and executive hour report (minimum quarterly) to the regional executive
- Reports to and provides Regional Council Member(s) with information and documentation which allows the Regional Council Member(s) to supervise regional expenditures
- Presents regional financial report to the region at the annual general meeting
- Prepares regional annual budget in consultation with the regional executive for presentation to the Provincial Treasurer
- Attends the annual BCNU provincial budget meeting
- Obtains and keeps on file, annual plans for bargaining units prior to approval of steward reimbursement time
- Consults with the Provincial Treasurer, as needed on regional financial matters
- Maintains accountability for time spent on all regional union activities by members, stewards and executives
- Performs such other duties as determined by the Regional Executive Team

Contributes to and supports the effective performance of the region

- Attends and actively participates in regional meetings and events as required
- Provides a regional financial report at Regional and Executive meetings
- Has a fiduciary responsibility to the region and the BCNU
- Is an effective member of the Regional Executive Team
- Maintains accountability for time spent on Union activities

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

- Ensures that spending priorities reflect Union goals and are fiscally responsible

COMMITTEES AND MEMBERSHIPS

- Member of the Provincial Treasurer's Group
- Serves on the Regional Job Action Committee
- May serve on the Finance Committee
- Is a steward for the region

MEASURES OF PERFORMANCE

- Provision of timely information and high-quality financial reports to the Regional Executive
- Timely approval of member expenses and salary forms and adhering to BCNU financial policies
- Effective preparation, monitoring and management of regional budgets
- Effective execution of projects assigned
- Positive, productive relationships with members and others
- Evidence of problem-solving success with external partners
- 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

- **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
- **Representing BCNU**
 - Understands the role and legal responsibilities of Union representatives
 - Operates with an understanding that stewards are the face of the Union
- **Technical Knowledge and Skills**
 - Strong computer skills and working knowledge of Microsoft applications (Word, Excel, Outlook, etc.)
 - Willingness and ability to learn new computer platforms (i.e. NetSuite, Formstack, ZOOM, Box, etc.)
 - Strong computer knowledge and skills to operate the financial accounting system and the member expense claims system
 - Comfortable with using Microsoft Excel for calculation and spreadsheet tracking is an asset
 - Strong technical and historical understanding of the Collective Agreement and the grievance process
 - Awareness of the BCNU Constitution and Bylaws and Policies and Procedures
 - 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
- **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
- **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
- **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
- **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

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