

VP Administration

Activities Specific to Position:

- Receipt of money payable to the club (cheques, transfers, etransfers)
- Access to Amilia (registration) system as oversight
- Payment of Bills, Payroll, tax filings HST, WSIB (typically online banking, occasionally cheques) - signing officer
 - Credit Card Applications and Cash Management through Spend Dynamics
- Work with our accountant to manage our books and complete our audit
- Maintain relationships with our Bank representatives (BMO)
 - Updates the list of officers when any change occurs
- Develop the budget (with President and Treasurer) each year
- Interpret the Policy Manual
- Attend monthly executive meetings (generally 7-9PM first Tuesday of the month, but varies depending on executive members)
- Organise annual AGM meeting - with the entire Board
 - Write an annual report pertaining to role prior to AGM traditionally in February

Activities that Ryan has taken on:

- Updated the policies found within 'Rowing is our business' doc
- Point of Contact with Hydro Ottawa
- WSIB reporting and premiums
- Grant writing (Registrar has been the lead)
- Henley Send-off Party Planning
- Human Resources
 - Canada Summer Jobs Grant Application and Administration with ESDC
 - Employment Contracts
 - Payroll
 - Approving Staff Leave

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