

DIRECTOR - FINANCE

As Director of Finance he will be responsible for working with the senior Management in the preparation and monitoring of budgets. He oversees the preparation of financial statements and carries out the audit in order to communicate to the Board of Directors and to the Annual General Meeting.

This person will necessarily have an expertise in finance, accounting and financial planning. He will be capable to organization and work structure. He will be recognized for his integrity and his rigor in auditing and monitoring budgets. Great at communicating information, this person will be capable of performing strategic analysis. The Director Finance, will be a member of Human Resources Committee and Chairman of Finance, Audit & Administration Committee.

His role as Director

The Director is a member in good standing with Skate Canada, acting in the best interest of PATINAGE QUÉBEC and represents PATINAGE QUÉBEC during different events. The Director adheres to PATINAGE QUÉBEC values and is committed to absolute confidentiality on all aspects involving PATINAGE QUÉBEC. He is involved with the organization and demonstrate his interest in the different projects. He is well prepared and participates actively in all meetings and expresses his honest opinion. He is not a Director for a Club or a Region during his mandate with PATINAGE QUÉBEC.

Independent, the Director keeps away from any conflict of interest real or apparent and reports immediately any potential conflict. The Director has a duty to fulfill his responsibilities towards the Board of Directors in an honest manner and in good faith with diligence and care. He must obviously comply with the code of ethics of the organization and his behaviour is exemplary at all times.

His responsibilities as Director:

- To participate in PATINAGE QUÉBEC events.
- To always participate or act with diligence, caution, competency and honesty.
- To get involved using his knowledge, experiences and skills.
- To express his interest according to his skills and availabilities.
- To respect, at all times, the confidentiality of information obtained during his functions.
- To be supportive of the Board's decisions.
- To be on time and come prepared at Board's meetings.
- To participate actively and respectfully in discussions on all topics discussed.
- To prepare, within the time set, any report or document required by his role.
- To maintain healthy relationships with other Directors and Senior Management as well as with everyone in the skating community.
- To participate with honesty to the evaluation of his performance as Director, of the Board and of the Committee where he serves.
- To keep a healthy distance with his electoral colleague and avoid partisanship.
- To support Senior Management and collaborate with his colleague from the office.

The skills profile required:

Sense of responsibility: The Director is able to meet all his obligations and bear the consequences of his actions.

Leadership: The Director is proactive and brings a significant contribution to the Board and in all his projects. Recognized as a leader in his field, the Director brings a plus value to the debates at the Board and demonstrates versatility and openness as well as initiative.

Capable of Strategic thinking: The Director must be able to recognize the stakes for the issues of PATINAGE QUÉBEC in different situations. He must identify the risks, be vigilant and understand the political, economic and social contexts of the organization. The Director is capable of perspective due to his professional experience.

Reliability: The Director has always done his tasks within the deadline. He attends meeting when convened and participates actively.

Skilled communicator: The Director must be able to clearly express his ideas and be good listener. In fact, the Director participates in constructive dialogues and works to rally dissent opinions.

Sense of ethics and good judgment: The Director must behave in a manner consistent with PATINAGE QUÉBEC code of ethics. He must be able to identify conflicts of values and ethical risks. The Director focuses on plus value important points. The Director always relies on facts instead of perceptions.

Integrity: The Director takes it at heart to always prevail PATINAGE QUÉBEC best interests. He behaves in an honest manner and flawlessly at all time. The Director uses the information obtained through his status, solely for PPATINAGE QUÉBEC. Moreover, he does not use his Director status to obtain any benefit.

Courage: The Director knows how to tactfully ask sensitive questions and to respectfully express his support or disagreement to the proposals or actions of the Chair, the Senior Management or his colleagues.

Flexibility: The Director is always receptive to new possibilities and new ways of working. He is open to changes and knows that the past is no guarantee of the future.

Loyalty: The Director is faithful to his organization, his team and his role. He fulfills his duties in line with expectations.

Availability: The Director agrees to devote time and to be available to the organization. He must arrive prepared and well informed to all Board of Directors meetings.

Team spirit: The Director understands the link between everyone at PATINAGE QUÉBEC, he shares this sense of close collaboration and of synergy within the organization and will work at any time for the wellbeing of the team, even if it means to the detriment of his personal benefit.