



## VICE-PRESIDENT FINANCE ROLES AND RESPONSIBILITIES STATEMENT

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### 1. ACCOUNTABILITY

The KIA Vice-President Finance is accountable to Kitikmeot beneficiaries of the Nunavut Land Claims Agreement.

### 2. POSITION SUMMARY

The Vice-President Finance is responsible for all financial books and records of the KIA in accordance with well defined financial practices as approved by the Board.

### 3. ROLES AND RESPONSIBILITIES

The Vice-President Finance has the following roles and responsibilities:

#### GOVERNANCE

- 3.1 Participates in Board decision-making processes as one of the Directors (see *Director of KIA Board Roles and Responsibilities Statement*)

#### FINANCE

- 3.2 Ensures that the financial records and books of KIA are properly maintained and kept up to date at all times
- 3.3 Presents regular financial reports to the Board, Executive Committee and Nunavut Tunngavik Inc.
- 3.4 Ensures that KIA has a set of financial policies and procedures in place and that these policies and procedures are followed by Directors and KIA staff in accordance with generally accepted financial practices
- 3.5 Ensures the KIA has an annual audit of its books and records and presents audited financial statements to the membership during the Annual General Meeting
- 3.6 Ensures that any contributions agreements, request for proposals or other financial instruments are prepared and submitted in a timely manner and all financial requirements are met
- 3.7 Signs contracts and lease agreements unless delegated otherwise
- 3.8 Responsible for maintaining minutes of all meetings of the Board including its AGM

## OPERATIONS

- 3.9 Serves as a member of the Executive Committee (see *Executive Committee Terms of Reference*)
- 3.10 Acts on behalf of the President (see *President Roles and Responsibilities Statement*) in the absence or incapacity of the President and when the 1<sup>st</sup> Vice-President is not available

## 4. KNOWLEDGE AND SKILLS

The knowledge and skills summarized below serve as a *guide only* and are not intended to pose a barrier for any Kitikmeot beneficiary wishing to run as a candidate for this position.

### Knowledge

- understanding of management cycles and functions (planning, organizing, directing, delegating, controlling and reporting)
- understanding of intent and impact of legislation affecting the KIA
- knowledge of roles, responsibilities, and structure of stakeholder organizations including other Inuit organizations, Institutes of Public Government, Federal and Territorial Government departments, etc
- knowledge of legislation, policies and guidelines governing financial, human resource and administrative management of the KIA
- understanding of legal environment in which KIA operates including its mandate, responsibilities and reporting requirements
- knowledge of the Kitikmeot region socio-economic conditions
- knowledge of Inuit and non-Inuit styles and strategies for planning, communication, decision making, conflict resolution and priority setting
- knowledge of financial and administrative principles and concepts
- understanding of roles and responsibilities of the Board, Executive Director and staff

### Skills

- effective leadership maintaining effective, harmonious, working relationships within the organization
- ability to chair Boards, committees and other groups for fair and effective decision making
- strong verbal and written communication skills and ability to communicate complex issues in plain language to a variety of stakeholders including beneficiaries, other Inuit organizations, government, and the public at large (ability to speak Inuktitut and/or Inuinnaqtun are considered significant assets)
- conflict resolution skills and ability to manage stress
- problem solving skills including ability to understand complex management issues related to KIA mandate and activities (e.g. lands management)
- effective negotiating skills
- tact, diplomacy, fairness, and objectivity