

## 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

### Other Activities:

- Updated the policies found within 'Rowing is our business' doc
- Point of Contact with Hydro Ottawa
- WSIB reporting and premiums
- Grant writing (Admin will be the Lead)
- Henley Send-off Party Planning Support If needed
- Human Resources
  - Canada Summer Jobs Grant Application and Administration with ESDC
  - Employment Contracts
  - Payroll
  - Approving Staff Leave
  - Head Coach Performance Review

10 Lady Grey Drive, Ottawa, Ontario  
Mailing: P.O. Box 1457, Station B, Ottawa ON  
K1P 5P6