



Job title	Chair of Finance and Sponsorship
Reports to	President

Position Overview

The Finance & Sponsorship Chair is responsible of updating financial statements for the club throughout the year, making bank deposits and issuing cheques for payment when necessary, as well as being responsible for securing sponsorship, both financial and value in-kind, for all uOSBC events, focusing primarily on the uOttawa Sport Management Conference.

Duties and responsibilities

- Finance
 - Make all banking deposits when necessary and verify account balance/activity
 - Responsible for any cash or cheques on hand
 - Have signing authority for uOSBC account
 - Issue cheques for payment when required
 - Prepare various financial documents (income statements, statement of cash flows, event budget, etc.) to be used when applying for funding
 - uOttawa Sport Management Conference
 - Update the club regularly regarding the budget to ensure all expenses are planned for and adjusted accordingly if sales vary from what is expected
 - Help Director of Internal Relations with grant applications
 - Writing an annual financial report
 - Update uOSBC with financial status
- Sponsorship
 - Create a uOSBC sponsorship packages
 - Apply to companies and organizations for sponsorship, primarily focusing on the uOttawa Sport Management Conference, both financial or value in-kind
 - Make in-person visits to retail locations with the sponsorship letter and package to managers regarding sponsorship opportunities
 - Secure as many sponsors for the uOttawa Sport Management Conference as possible to help alleviate costs

Qualifications

- Must be enrolled as a University of Ottawa student
- Experience in financial management is required

Skills

- Ability to work independently and with a team
- Great attention to detail
- Passion for sport and sport business
- Strong communication skills

Please send all applications to: uOttawaSBC@gmail.com