



“THAT ALL MAY BE ONE”

OPPORTUNITY FOR LONDON CONFERENCE
The Nominations Committee is looking for applications for the
FINANCE & ADMINISTRATION DIVISION

MANDATE: The Finance & Administration Division has oversight over the following: Budget, Extra Appeals, Archives, Cross Boundary Issues, Fairfield Museum and monitoring the financial health of London Conference.

NUMBER OF POSITIONS OPEN: Three.

1. RECORDING SECRETARY: To act as official recorder during Division meetings three to four times per year.

SKILLS AND GIFTS: Some knowledge of preparing minutes according to United Church archival standards is desirable.

2. CONFERENCE TREASURER: This position deals with monitoring of invoices and income on a regular basis (but is not responsible for paying invoices or recording income). The Treasurer also helps to prepare the annual budget of the Conference and is required to attend all Finance and Administration Division meetings (three to four times per year) as well as Conference executive meetings (4 per year). Attendance at Conference Annual Meetings is also required.

SKILLS AND GIFTS: Some accounting experience would be an asset but is not required.

2. CHAIRPERSON OF FINANCE & ADMINISTRATION: This position deals with overseeing the Finance & Administration Division of London Conference. The Chair attends all Finance and Administration Division meetings (three to four times per year) as well as Conference executive meetings (4 per year). Attendance at Conference Annual Meetings is also required.

SKILLS AND GIFTS: Some accounting experience would be an asset but is not required.

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MEMBERSHIP OF COMMITTEE: The Finance and Administration Division consists of a Chair, a Staff Person, the Conference Treasurer, four standing committee chairs and others as deemed necessary.

SKILLS AND GIFTS: Committee members should have an interest and/or experience in archival practice and the history of The United Church of Canada.

TERM OF OFFICE: All four positions are three-year terms.

CLOSING DATE FOR APPLICATIONS: See Application Form or website.

TO MAKE AN EXPRESSION OF INTEREST:

If you are interested in the position or know of a suitable candidate for this position write an Expression of Interest including the following information:

- Information about yourself and your United Church involvement. Maximum of 50 words.
- Describe why this opportunity interests you and what gifts you bring to it. Maximum of 50 words.
- Names and phone numbers of 2 references.
- Contact information for the candidate, including name, email and phone.

* *The Nominations Committee will review all applications and keeping in mind the needs of the committee, then name the candidates to fill the vacancies.*

* *All applicants will be contacted by the Nominations Committee.*

SEND BY EMAIL:

nominations@londonconference.ca



SEND BY MAIL or FAX:

numbers included below



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