

BCPVPA Membership and Finance: Supporting Members and Chapters

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Many of the administrative functions of the BCPVPA are centered in our Finance department. The role of the Director of Finance is to provide strategic leadership and oversee the Association's financial operations, including budget development, financial reporting, forecasting, and long-term financial planning. The Director is also the Association's Privacy Officer.

As one of the staff representatives on the Budget Advisory Committee, the Director contributes to the communication of financial strategy and supports the member representatives of that committee in their advice to the Board of Directors in relation to sound financial management and decision-making. The Director also serves as a key resource for local Chapters, providing them with guidance and advice on matters related to constitutions and bylaws.

The department functions are supported by the Assistant, Accounts Receivable/Membership, who is responsible for administering membership records

and accounts receivable functions, processing new membership and changes, reconciling membership dues, issuing invoices and receipts, administering BCPVPA payroll, recording and reconciling the payments, supporting GST filings, and maintaining accurate financial/AR records and payment transactions.

The Accounting Clerk is responsible for the Association's day-to-day accounting operations, including accounts payable, account maintenance, and financial reconciliations. This position maintains accurate financial records and processes payments for expense claims, honoraria, scholarships, and vendor invoices, ensuring timely and accurate financial transactions.

This team is here to support members, whether you are making an expense claim, or have a question about your membership. Please reach out to simon@bcpvpa.bc.ca with any questions.

