

Volunteer Treasurer - Board of Directors

Who Are You?

- Curious: a person who thinks outside the box, who loves to ask questions and has the confidence to propose improvements.
- Critical and Strategic Thinker: someone who loves the challenge of adding value to the organization by looking for ways to help it become more efficient and profitable. You are a fact-based decision maker who enjoys analyzing data.
- Relationship Builder: an exceptional communicator who enjoys talking to people, building relationships, listening, influencing and has the ability to interact with a variety of people at all levels.
- Forward Thinker: committed to seeing the organization progress further. You will need to have a passion for and an understanding of our organization and its aims.

What You Will Do

As a member of the Board and the Finance & Audit Committee you will work closely with our existing Treasurer to:

- Provide input into strategic financial planning.
- Ensure budgets are aligned to both short-term and long-term strategic objectives.
- Explain the technicalities of financial reports in plain language which is fully understood by the Board members and staff.
- Lead the Board's duty to ensure proper accounting records are kept and financial resources are controlled in line with governance, legal and regulatory requirements.
- Manage the financial reporting process, including the preparation of all period end consolidated reports. Provide written variance analysis and operational reporting in support of key business processes
- Review and recommend budget procedures and tools to continuously improve the planning, budgeting, reporting and forecasting processes.

What Qualifications Do You Need?

- A level of education, training and experience equivalent to a professional accounting designation CPA (CMA, CGA, or CA).
- Five (5) or more years of progressive financial experience.
- Experience in managing finance projects, budgeting, forecasting, and working in a complex non-profit planning environment will be considered assets.

What Is the Time Commitment?

- Approximately 6 Board meetings and 6 committee meetings a year (2 hours each)
- Approximately 20 hours of additional time a year supporting events and activities