

Caldwell Family Centre Position Description

Board Treasurer

As a member of the Governance Board Team, the Volunteer Treasurer must have the time to offer meaningful contributions, and the skill set, expertise and experience necessary to help guide the organization to continued success. The Treasurer is appointed as an officer of the Corporation by the Board.

Responsible to: the Board of Directors

Term: Board members are elected by the Membership for (renewable) 3-year terms.

Time Commitment: 5-10 hours per month for 3 years.

Evaluation: Self and by the Board annually.

Overview of The Board's Role:

The Board's role is to ensure that the Family Centre establishes strategic priorities and maintains the trust of the community by being clear in its mission, prudent and ethical in its activities, and accountable for its actions. Board Members are individual role models and inspire others to contribute their talent and support to the community. The Board's focus is on governance, planning, policy-making, and strategic direction.

General Responsibilities of Board Members:

- Committed to the mission and work of the Caldwell Family Centre.
- Prepare for, attend, and participate in monthly board meetings (and other meetings as required).
- Foster a positive working relationship with other Board members and the Executive Director.
- Promote the organization in the community.
- Actively participate in fundraising activities.
- Actively participate in evaluation and planning efforts.
- Participate in various activities for the organization as needed throughout the year.

Responsibilities of the Treasurer:

The Treasurer ensures financial accountability of the organization to enable service delivery and ensure ongoing delivery of its Mission.

- Is committed to the work of the Caldwell Family Centre;
- reports to the Board and general membership on finances;
- provides guidance as required to the Executive Director regarding financial activities of the Family Centre;
- acts as a signing officer of the organization;
- oversees the budget preparation and in partnership with the Executive Director, monitors the budget;
- assists the organization with the financial schedules and business plans accompanying project and strategic planning exercises;
- ensures current and acceptable financial policy and practices are in place in the organization;
- meets annually with the auditor to finalize the financial statements of the organization.

The ideal candidate will possess the following skills and attributes:

- a strong knowledge of financial management and accounting, (CPA, CA, CMA or CGA designation preferred);
- Demonstrated leadership stature in philanthropy, community service, business, government or the non-profit sector;
- Ability to think strategically – a Visionary;
- Planning and analyzing ability;
- Strong Communicator;
- Active Volunteer;
- Knowledge of Board Governance (experience working with a non-profit governance board an asset);
- Connected in the Community;
- Personal qualities of integrity, credibility, and a passion for improving the lives of others;

- have minimum of 5 years' experience as a Treasurer or Financial Controller;
- be 18 years of age or older and not have an undischarged bankruptcy.