

Role Description - Treasurer & Chair of the Finance and Audit Committee

Job Purpose	The Treasurer & Chair of the Finance and Audit Committee (the "Treasurer") is accountable for the Society's financial management and performance. The Treasurer must routinely report to the Board on the Society's financial position in order to guide decision-making and limit financial risk.
Job Responsibilities	<p>The primary tasks of a Treasurer and Chair of the Finance and Audit Committee are as follows:</p> <ul style="list-style-type: none"> • Meets with the CEO, COO and Director of Finance & Administration on an as needed basis and, at a minimum, quarterly to set the agenda for the Finance and Audit Committee Meeting. • Chairs the quarterly Finance and Audit Committee Meetings. • Supports the preparation of the annual budget, along with the Director of Finance & Administration, for the upcoming year, including a description of prospective income and expenditures, and present it to the board for approval. • The Treasurer oversees Society's investment strategy in accordance with the organization's investment policy. • Ensure the maintenance of financial records, auditors' reports, and adequate accounting records in accordance with the Societies Act (<i>British Columbia</i>). • Provide quarterly and annual financial reports at committee and Board meetings to support strategic planning and decision-making. • Be fully informed about the financial position of the society at all times. • Oversee the preparation of financial accounts for an annual audit (including the provision to the Society's auditor of any necessary information). • The Treasurer, and the Finance and Audit Committee, may be involved in annual audits or financial reviews to ensure the accuracy and transparency of the organization's financial statements. • Oversee the acceptance of funds from government grants and provide the relevant financial reports or statements as necessary.
Appointment & Tenure	Appointment and tenure in accordance with the Society bylaws.

Time Commitment	Up to 6 hours per month plus attendance at (i) each relevant Board Committee meeting; (ii) each Board meeting and (iii) if and when required, one overnight board meeting per year.
Compliance with policies, including Conflict of Interest	The Director must ensure understanding of and compliance with all relevant Society policies and any provisions related conflicts of interest and disclosure any matters that could compromise their ability to perform as a Director.
Personal Abilities & Skills	<p>The Treasurer should ideally have the following abilities:</p> <ul style="list-style-type: none"> • Committed to making a difference in the sector. • Receptive to change. • Capable of providing informed viewpoint during group discussions at board meetings. • Rationally consider opposing ideas and perspectives. • Strong interpersonal and communication abilities. • Maintain confidentiality.
Qualifications and Experience	<ul style="list-style-type: none"> • Experience in a financial leadership position with preference to have a CPA (or equivalent) designation. • Experience serving on a non-profit governance board. • A familiarity with the laws and regulations governing non-profit organizations. • Experience with financial planning, controls, budgeting, and understanding of fund raising.
Knowledge and Skills	<ul style="list-style-type: none"> • Background in finance and knowledge of accounting procedures. • Excellent written and verbal communication abilities. • Integrity and commitment. • Ability to maintain accurate records. • Attention to detail. • Effective decision-making capabilities.

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