



As a Board Member in the Treasurer's role, you will play a crucial role in governing the organization, especially as it relates to its financial duties.

Volunteer Job Description

Treasurer, Board of Directors

Mission:

To improve lives and build community by engaging individuals and mobilizing collective action.

If you are interested in exploring this opportunity, please submit your resume to info@caunitedway.ca or call 403.343.3900 for more information.

KEY RESPONSIBILITIES

- Attend monthly Board members as the Chair of the Finance Committee
- Set the agenda for and chair monthly Finance Committee meetings
- Act as Board signing authority for agency (with Chief Executive Officer)
- Be informed about the mission and objectives of the agency
- Be familiar with existing policy and participate in policy review as needed
- Assist the agency in adhering to regulations set forth by Canada Revenue Agency, United Way of Canada, the provincial government and other regulatory bodies
- Assist in the recruitment of other Finance Committee members, as needed
- Maintain open and frequent communication with staff

QUALIFICATIONS

- The Treasurer must hold a C.A., C.G.A. or C.M.A. designation, or actively pursuing designation.

TIME COMMITMENTS

- The time commitment per month is approximately 6-8 hours as follows:
 - Attend Board meeting (10 times per year @ 2 - 3 hours)
 - Prepare quarterly Finance Committee Board report, (.5 hours)
 - Prepare for monthly Finance Committee meeting, including reviewing financial statements and chairing meeting (1.5 hours)
 - Attend Executive Committee Meetings (1.5 hours)
 - Sign organization's cheques (varies)
- Meet with staff and volunteers, as needed
- Attend United Way functions, when necessary
- Provide regular updates on activities and successes, as requested

Your time investment will be leveraged judiciously through staff support, proper planning, and scheduling around your other commitments.

SUPPORT AND TRAINING

- The agency will ensure that you are well informed about the objects of the committee and involved in all financial matters affecting the Board
- Staff will make themselves available to answer any of your questions, solve problems or to provide background on matters in question
- We will ensure that all of your activities are well planned, and encompass the highest level of respect and professionalism