

Board of Directors- Treasurer Job Description

Description

The Treasurer is an officer of the board of directors. This is a position of trust and integrity. The treasurer is accountable to the board, donors, partners and the community. The Treasurer oversees financial matters of Squamish Helping Hands Society. This is a volunteer position with a great team that presents opportunity to help guide Squamish Helping Hands Society through a critical period of growth and transition.

Tasks

- Review monthly financial statements prepared by the bookkeeper
- Deliver financial report to the board monthly on the financial health of the organization
- Lead financial management and oversight for the Society
- Oversee the development of high-level financial policies and their review by the board
- Ensure adequate financial controls are in place for the organization
- Oversee the annual audit and submission of the annual Charity Information Return
- Make recommendations to the board on fund investments and financial risk management
- Evaluating the organization's funding model and helping the board think strategically about the finances
- Developing the board's financial literacy
- Participating in the preparation of the budget
- Work closely with the Executive Director to ensure the board is informed of important financial events, trends, and issues relevant to the Society
- Liaise with staff and the bookkeeper
- Work with the board to ensure that the Society is in financial compliance with CRA

Hours

- Attend monthly board meetings
- Chair and attend quarterly Finance Committee Meetings
- Approximately 5-10 hours month.

Term

- Board members serve a minimum 2-year term

Special Requirements

- Commitment to the mission and vision of Squamish Helping Hands Society
- An understanding of, and experience with, good financial management and reporting practices
- A professional accounting designation is preferred
- Experience with financial management of nonprofit and charitable organizations

Contact:

Ken Bailey at info@shhs.ca