



VOLUNTEER DESCRIPTION

POSITION TITLE: Board Treasurer

POSITION SUMMARY

The Board Treasurer is an executive and voting member of the Board of Directors ("Board") of The Women's Centre Grey Bruce (TWC) and appointed in a manner consistent with bylaws. They are accountable to the Board for the fulfillment of the duties and responsibilities outlined below.

AREA OF RESPONSIBILITY AND SELECTED DUTIES

The Board Treasurer will offer guidance to the Executive Director and TWC Finance Team in ensuring good fiscal planning, decision-making, and oversight at a governance level. Their principal duties are to:

- Oversee the development of financial policies and their review by the Board.
- Assist in the preparation of the annual budget and its presentation to the Board for review.
- Ensure that the appropriate monthly or quarterly financial statements are reviewed by the Board.
- Ensure that the board regularly monitors TWC's financial performance and alerts it to any important discrepancies between planned and actual figures.
- Ensure that TWC maintains the appropriate financial books and records and that these are accurate and up to date.
- Ensure that government tax filings and remittances are submitted in a timely manner.
- Ensure that payroll and other liabilities are settled in a timely manner.
- Serve as an authorized co-signer of TWC.
- Ensure that excess funds and reserves are properly held and invested.
- Verify that donations are handled appropriately and that grants, and service delivery contracts are accounted for in accordance with the requirements of funders.
- Meet with the external auditor annually, or more often if needed, to identify any financial control and record keeping problems or deficiencies and oversee action by the Executive Director and Finance Team to address them.
- Recommend to the board the need for a review or renewal of the auditing services provided.
- Assist the Executive Director and Board Chair with the development and presentation of the annual report.
- Present or co-present TWC's financial report and recommend appointment or reappointment of auditor at the Annual General Meeting.



- Help the Executive Director, keep the Board informed of important financial events, trends, and issues relevant to TWC.

DETAILS

Authority:

The Treasurer has no authority to direct staff or take independent action on matters outside of the duties outlined unless given such authority by the Board.

Time Commitment:

- 3 - 5 hours per month
- Meetings include regularly scheduled Board meetings, meetings with the Executive Director, committee meetings.
- No meetings permitted in July and August.

Term of Office:

Two years with the possibility of renewal for a second term.

Committee Membership:

The Treasurer is automatically a member of the Executive Committee. The Treasurer may also act as Chair of the Board's Finance Committee which oversees the audit, the annual budget process, and finance policy development, along with finance related staff who also sit on the committee.

QUALIFICATIONS

- Commitment to TWC's mission and strategic directions.
- An understanding of, and experience with, good financial management and reporting practices.
- A professional accounting designation may be required.
- An appreciation of the kind and level of financial information needed at a Board level to support decision making.
- An ability to commit the time required to fulfill the responsibilities described.

If you are interested in applying for this volunteer position, please email info@thewomenscentre.org or heathers@thewomenscentre.org.