



Position Description – Board Treasurer

Purpose: Camp Fircom's mission: To create communities of belonging and experiences to grow on.

Position: Treasurer of the Board

Responsible to: Board of Directors (Chair)

Responsibilities:

In addition to the general responsibilities of a member at large, the Treasurer will:

- Regularly review financial reports and statements.
- Ensure that financial reports comply with applicable accounting standards and regulatory requirements.
- Provide guidance to the ED to develop a yearly balanced budget.
- Oversee cash flow management, including monitoring revenue and expenses and recommend adjustment as needed.
- Speak to the budget in partnership with the Executive Director during meetings as needed.
- Elaborate reports and provide information as needed in relation to our engagement with the Pacific Mountain Regional Council (United Church of Canada).
- Act as a signing authority for the organization.
- Work with HR committee and Board chair to ensure an alternate and successor treasurer is identified, oriented, and trained.
- Meet annually with the independent financial reviewer to finalize the financial statements of the organization.
- Prepare for, attend, and actively participate in monthly Board meetings, Board retreats and meetings as needed.

Competencies:

- Accounting designation or being in the process of obtaining one.
- Strong understanding of financial principles, accounting practices and financial management (including financial reporting, cash flow management and financial analysis).
- Knowledge of Non-Profit financial regulations.
- Ability to work as part of a team and strong communicator.
- Ability to help explain financial reports in lay terms to other Board members.
- Active, responsive, receptive volunteer.



Position Description – Board Treasurer

- Knowledge of Board governance, and the role of a Board as separate from operations.
- Commitment to Camp Fircom's mission and goals.

Commitment:

- 5-10 hours per month for 2 a two-year term. Multiple term commitments are welcome and encouraged.
- Available to provide responses to requests (usually by email) within a week.
- Attendance and participation at approximately 10 Board meetings per year, which includes annual weekend retreats at Fircom.
- Additional meetings with the Finance committee and Executive Director.
- Read and complete any preparation required before meetings to ensure meetings run efficiently.
- Additional time may be required for other volunteer roles taken on during term of Board service.

Evaluation:

- Self and by the Board, annually.

Contact:

If you are interested, please send an email with an expression of interest to the Chair of our Board of Directors (boardchair@fircom.ca) by **March 15th, 2024**.