



Dignity Seniors Society

Board Director Position Description - Treasurer

Position Title: Member of the Board of Directors Executive– Treasurer

Length of Term: Two years (renewable)

Reports To: Entire Board of Directors

The board of directors is legally and ethically responsible for all activities of the organization. To that end it:

1. Determines how the society will carry out its mission through long and short-range planning
2. Oversees the development of the DSS budget and provides fiscal oversight
3. Annually reviews/develops the DSS strategic plan
4. Recruits, orients, and develops board members and develops succession plans
5. Evaluates its performance and overall performance of the society in achieving the mission
6. Establishes policies for the effective management and sustainability of the society
7. May hire and evaluates the performance of an executive director

Treasurer Responsibilities:

- Attends Board meetings and chairs the DSS Finance, Funding and Sustainability committee
- Oversee the financial administration system of the society: accounting, planning, budgeting, reporting, and safekeeping of assets
- Approves all expenses requested and files all financial records
- Prepares draft budgets for Board approval, prepares financial reports for Board meetings and the AGM end of year report
- Works with external financial professionals, where appropriate, to facilitate the fiscal requirements of the Board
- Understands and promote the society's mission
- Be familiar with the society's programs, policies, and operations
- Participate in any special events relevant to the society
- Strictly adhere to DSS conflict of interest policies
- Strictly adhere to DSS confidentiality policies

Time Demand Expectations (approximate):

- Attend and actively participate in at least 85% of board meetings per annum (approximately 1.5 hours in length)
- Attend and actively participate in committee meetings and related work (1-3 hours per month as determined by the committee)
- Attend and actively participate in the annual strategic planning meeting (1 full day)
- Attend and actively participate in the annual general meeting (AGM - approx. 3-4 hours)
- Attend special events such as fundraisers and volunteer recognition events (1-2 per year)
- Attend and periodically co-facilitate new board member orientation (3-5 hours per year)

Preferred skills and experience

- Minimum three years of professional experience with bookkeeping and budget planning
- CPA designation or BSc/MSc in finance or accounting
- Proven knowledge of financial legislation, regulation and practices
- Working knowledge of MS Office and financial management software
- Excellent communication and interpersonal skills
- Proven ability to work independently with a high level of accuracy
- Well-organized and reliable

All applications are encouraged and accommodations that mitigate any of the preferred skills and experience are available for applicants who request them

For more information please call: 778 535 3260 or email: volunteer@dignityseniors.org