



Role Profile

Board Treasurer

What's the opportunity?

As Board Treasurer, you will join an active operational Board of Directors to lead the financial strategy, management and accountability of the organization. Established in 1980, Concerned Friends, a registered charity has been active across Ontario communities for over 40 years. Representing a vibrant and growing community we are committed to our mission: *to advance the health and well-being and enrich the experiences of those living in long-term care homes across Ontario.*

We are seeking Ontarians who have a strong sense of volunteerism, are looking to play a leadership role in the community we serve, and who have an active interest in the long-term care sector.

What will you do?

As the Board Treasurer, you will:

- **be responsible for the financial accountability of the organization** -- a Board-led not-for-profit registered charity
- **oversee the organization's finances and financial systems** – and report on them to the Board
- **ensure the organization's financial policies are followed and reviewed** -- and that financial operational procedures are in compliance
- **lead the budgeting process in collaboration with the President** -- and manage the finances of the organization
- **manage accounts receivable and accounts payable** as well as issue donation receipts
- **meet quarterly with the President to review financial reports** -- ensuring all required financial reporting, forms and remittances are in order and comply with legislation
- **report to the Board of Directors** -- on a regular basis on the status of the annual budget and the organization's finances
- **present the financial statements to the general membership** -- at the Annual General Meeting

Each Board member is expected to:

- **know the organization** -- our mission, policies, programs and needs
- **review and understand the organization's financial statements**
- **leverage connections, networks, and resources** to develop collective action to fully achieve the organization's mission
- **serve as an ambassador for the organization** - - to support access to financial resources and/or partnerships necessary for the organization to advance its mission
- **identify personal connections that can benefit the organization** – especially in areas such as fundraising, profile and public policy
- **prepare for, attend, and conscientiously participate** -- in monthly board meetings
- **participate fully in one or more committees**

Board members must be a member in good standing of Concerned Friends and will be elected at our Annual General Meeting on October 20, 2022. As a Director, you are expected to attend monthly board meetings that take place via Zoom on the first Thursday of the month from 7-9 pm, committing approximately 12-15 hours per month plus meeting preparation time. Board members hold a two-year term, renewable up to three terms.

What do you need to succeed?

- Be a resident of Ontario and support the Concerned Friends vision, mission and values
- Strong financial acumen, understanding of fiduciary responsibilities, and risk management skills to steward the organization's resources towards a measurable and meaningful return on investment
- Hold a Certified Professional Accountant (CPA) designation and/or comparable experience
- Be familiar with a governance-based Board of Directors and non-profit organizations, including the specific financial requirements of a registered charity
- Collaboration skills that you can apply to working with shared leadership and in cross-functional teams
- Strong, strategic self-management and organizational skills
- Be results-oriented with the capacity to conceptualize as well as operationalize strategies and systems toward meeting the organization's financial goals
- The ability to perform work accurately and thoroughly

- Comfort in using bookkeeping and financial management tools

How will you be supported in your role as a Board member?

You will:

- Participate in an on-boarding process that will orient you to the Board's governance model, practices, strategic priorities and activities
- Receive a Board policy manual, orientation materials and contact list for all Board and Committee members
- Engage in occasional check-ins with a member of the Executive to explore the areas in which you can align your skills, experience and interests with the needs of the organization
- Be invited to build community and connection through bite-sized activities integrated into monthly board meetings and other board development opportunities
- Be assigned a "buddy" so that you can be mentored by a veteran Board member, ask questions and get up to speed on the organization's priorities and activities

Why volunteer with Concerned Friends?

Add your voice to ours. Join a movement that uplifts the standard of care and quality of life for all seniors living in long-term care.

Concerned Friends strives for our Board to reflect the rich diversity of voices in Ontario and strongly encourages applications from candidates belonging to racialized communities, Indigenous peoples, people identifying as 2SLGBTQ+, veterans, and people with disabilities.

If you are interested in applying, click [here](#) to download the Board application form and submit to board@concernedfriends.ca.

For more information about our organization, visit us at www.concernedfriends.ca