



Volunteer Position: Board of Directors - Treasurer, Soo Finnish Ski Club

Purpose: The Treasurer will participate on the Board of Directors and be accountable for keeping the Board regularly informed of key financial events, trends, concerns, and overall fiscal health. The Treasurer will be responsible for providing strategic advice on financial options and decisions necessary to achieve its mission and vision.

Key Responsibilities:

- Attends monthly club meetings and any Executive/Board of Director meetings as scheduled.
- Conducts fiduciary responsibilities for all financial aspects of the club.
- Steer the organization towards its financial goals and objectives.
- Maintain understanding of financial accounting for nonprofit organizations and convey this to the broader Board of Directors
- Ensure sufficient financial controls in place for SFN and Hiawatha Highlands operations.
- Oversee the development and observation of the organization's financial policies.
- Oversee the annual budget process and present the annual budget to the Board for approval.
- Analyze the monthly financial statements prepared by the bookkeeper.
- Work with SFN and Hiawatha Highlands staff to ensure that appropriate financial reports are made available to the Board on a timely basis.
- Oversee accuracy of bank reconciliations prepared by staff.
- Review the annual year-end consolidated financial statements and answer Board member questions.
- Ensures adequate number of board members has signing authority on club cheques.
- Bring recommendation to Board regarding investment of funds.
- Ensure adequate cash balance.
- Hiring and monitoring of external bookkeeper.

Length of Appointment:

- One year term.
- In accordance with the club by-laws, Board members must step down annually and resubmit their name for election for the upcoming term.

Time Commitment:

- 7-9 p.m. on the first Wednesday of the month - Sept - May plus prep time for each monthly meeting.
- Attendance and participation at Club Committee and Ad Hoc Committees is variable, depending on the activity of the committee.
- Attendance of BOD meetings as required, during the year.



Qualifications:

- Financial background. 3-5 years of recent experience in a financial analysis or financial reporting environment preferred.
- Professional designation (CPA, CA, CMA, CGA) is an asset.
- Prior board experience is an asset.
- Ability to work as part of a team, think creatively, and take initiative.
- Excellent verbal and written communication skills.
- Strong interpersonal skills.
- Should be knowledgeable of, or willing to acquire the knowledge of, basic not-for-profit board governance and administration.

Support: Support from the Executive Committee – President, VP of Operations, Committee Secretary, and Committee Chairs.