



## Treasurer-Volunteer Board of Directors

**Reports to:** Board Chair or Board of Directors, as appropriate

**Duty of Care:** The Treasurer provides guidance to the Founder and President/CEO in ensuring good fiscal planning, decision-making and oversight at a governance level. The Treasurer ensures that the Board is well informed and that its activities are well documented for the use of Board members, the Governance Committee and relevant government bodies. The Board Treasurer is an Executive and voting member of the Board of Directors and appointed in a manner consistent with the Bylaws. A commitment to serve on the Board carries with it certain expectations, both formal and informal. The organization's commitment to you is to help you exercise your special skills and talents on our behalf.

**Duty of Loyalty:** Board members will be faithful to the organization and work both individually and collectively in governing Celebrate You Foundation affairs through the planning, implementation, approval and evaluation of policy and budget, avoiding conflicts of interest. As a committee member you will be active on one or more committees and raise an annual contribution of a minimum \$500 per fiscal year (July 1-June-30). Some examples are; fundraising events, letters, writing/social media campaigns, and/or a personal gift (made payable over time).

**Duty of Obedience:** The board member acts on the board's behalf in accordance only with board motions and policy guidelines and only as requested and in accordance with Board's governing documents (i.e Bylaws, articles of incorporation, policies, etc.)

**Term:** Directors are elected for a three (3)-year term at the annual general meeting of the members. Termination may occur at the end of the elected term, by resignation or pursuant to Celebrate You Foundation Bylaws. No member shall serve more than two (2) consecutive terms.

**Experience:** Minimum of two years experience in accounting/finance in a paid or volunteer setting. Preferred CPA Certification. Proficient with financial software systems, proven working knowledge of the banking industry rules and regulations, strong knowledge of MS Office programs; particularly Excel, strong organizational skills, time and ability to meet deadlines and reports and presentations for distribution and action by the Board. Excellent communication and presentation skills.



**Knowledge:** Some understanding of the effective functioning of a nonprofit organization and vulnerable youth population's issues and needs.

**Personal:** Sensitivity to group dynamics and familiarity with structure and process of board and/or committee meetings. Decisive, innovative, and flexible with the ability to compromise and heart for children.

**Duties Specific to the Board Treasurer:**

The Treasurer duties/responsibilities are as following:

- Oversee the development of high level 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 the organization's financial performance and alerts it to any important discrepancies between planned and actual figures.
- Ensures that the organization maintains the appropriate financial books and records and that these are accurate and up-to-date
- Ensure that government tax filings are remittances are submitted in a timely manner
- Serves as a co-signer of checks with at least one other signing officer
- Ensure that excess funds and reserves are properly held and invested
- Verify that donations are handled appropriately and that grant 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 Founder, Executive Director, and President to address them
- Recommend to the board the need for a review or renewal of the auditing services provided.
- Assists the Founder, Executive Director, and President with the development and presentation of the annual report
- Present or co-present the organization's financial report and recommend appointment or reappointment of auditor at the Annual General Meeting
- Helps with, along with the Founder, Executive Director and President, to keep the board informed of important financial events, trends, and issues relevant to the organization.



**Duties of all Celebrate You Foundation Board Members:** Board members are expected to be fully informed on organizational matters, to contribute to debate on issues and to contribute to the Board’s policy deliberations. They are expected to understand and support the Celebrate You Foundation’s mission statement and strategic plan.

**Board member duties include the following:**

- Attend meetings and show commitment to Board activities;
- Give/Get: Raise a minimum of \$500 for Celebrate You Foundation per fiscal year (July 1-June-30) through fundraising (events, letters, writing/social media campaigns, ect.) and/or a personal gift (made payable over time)
- To assist in the identification and solicitation of potential donors, wherever possible.
- Be well informed on issues and agenda items in advance of meetings;
- Participate on one or more committees or in an ad hoc manner, as requested by the Board President, Vice-President, Executive Director, and/or Founder;
- Monitor public response to the work and policies of Celebrate You Foundation;
- Participate in Board orientation meetings to ensure organizational and fund development knowledge and to participate in volunteer and donor recognition events;
- Provide candid, open and honest feedback and evaluation when appropriate;
- Take initiative in informing the organization about opportunities for funding or program development;
- Identify individuals in the community for volunteer participation or funding support;
- Support the organization and its officers in times of crisis or controversy;
- Provide sensitivity and support to staff member and other Board members as they perform their duties;
- Exercise loyalty to Celebrate You Foundation and respect confidentiality regarding internal affairs;
- Provide leadership within the Board and in the community on behalf of Celebrate You Foundation and its programs;
- Serve as an informal advocate for the Celebrate You Foundation in the community.

**APPLICATION PROCESS:** Interested applicants must complete the Volunteer Board Application, located at the Celebrate You Foundation website. Have your resume available to upload: <https://www.celebrateyoufoundation.org/treasurer>