

Job title	<i>Board Treasurer</i>
Reports to	<i>Board Chair</i>

ACCOUNTABILITY

The Board Treasurer is an executive and voting member of the board of directors of Ottawa Community Loan Fund (OCLF) and appointed in a manner consistent with the bylaws. He/she is accountable to the Board for the fulfillment of the duties and responsibilities outlined below.

AUTHORITY

The treasurer, as other board members, has no authority to direct staff or take independent action on matters outside of the duties outlined unless given such authority by the Board.

TIME COMMITMENT

An average of six hours per month (documentation review & signatures, financial reports and expense review, Board meetings, meetings with the Executive Director, Committee meetings).

TERM OF OFFICE

3 years with the possibility of renewal for a second term

ROLES AND RESPONSIBILITIES

The treasurer will offer guidance to the Executive Director and bookkeeper, in ensuring good fiscal planning, decision-making and oversight at a governance level.

His/her principle duties are to:

- 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 presented and 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
- Ensure that the organization maintains the appropriate financial books and records and that these are accurate and up-to-date
- Ensure that government tax filings and remittances are submitted on a timely basis
- Ensure that payroll and other liabilities are settled in a timely manner
- Serve as a co-signer of cheques 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 grants and 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 Executive Director and bookkeeper to address them
- Recommend to the Board the need for a review or renewal of the auditing services provided
- Assist the Executive Director and Board Chair 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, along with the Executive Director, keep the Board informed of important financial events, trends, and issues relevant to the organization

COMMITTEE MEMBERSHIP

The treasurer is automatically a member of the Executive Committee if one exists, and will normally chair the following committees when and where such are necessary:

- Audit, Finance, Risk Committee
- Investment Committee

HOW TO APPLY:

If you are interested in this volunteer role, please send your resume to our Executive Director, Jane Duchscher at jane@oclf.org before December 15, 2022