

Treasurer of the Board of Directors

Job Description

Created February 2020 by the Governance Committee

Overview

Elizabeth Fry Society of Saskatchewan is a non-profit organization with a mission to support women who are, have been, or are at risk of coming into conflict with the law. The organization's vision is to strive for a just community, advocating for the rights, freedoms, and fair treatment of all women and girls involved with the justice system.

Responsibilities of the Treasurer

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

In order to fulfill these responsibilities, and subject to the organization's bylaws, the Treasurer's principle duties include:

- Meets 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 to address them
- Helps, along with the Executive Director, to keep the board informed of important financial events, trends, and issues relevant to the organization.
- Oversees the development of high level financial policies and their review by the Board.
- Assists in the preparation of the annual budget and its presentation to the Board for review.
- Ensures that the appropriate monthly or quarterly financial statements are reviewed by the Board.
- Ensures 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.
- Presents or co-presents the organization's financial report and recommend appointment or reappointment of auditor at the Annual General Meeting.
- Recommends to the Board the need for a review or renewal of the auditing services provided.
- Ensures that government tax filings and remittances are submitted on a timely basis.
- Ensures that payroll and other liabilities are settled in a timely manner.
- Serves as a co-signer of cheques with at least one other signing officer.
- Ensures that excess funds and reserves are properly held and invested.
- Verifies that donations are handled appropriately and that grants and service delivery contracts are accounted for in accordance with the requirements of funders.

ELIZABETH FRY SOCIETY OF SASKATCHEWAN

205-1120 20th Street West, Saskatoon, SK S7M 0Y8

Telephone: 1 (306) 934-4606 | Fax: (306) 652-2933

www.elizabethfrysask.org

Length of Term

The Treasurer's term is for 2 (two) years and is renewable twice.

Accountability

The Treasurer is accountable to the Board of Directors. The Treasurer may delegate specific duties to the Executive Director, Board members and/or committees as appropriate; however, the accountability for them remains with the Treasurer.

Meeting and Times Commitment

Capacity to attend Board meetings, Executive Committee meetings, Finance Committee meetings and the Annual General Meeting.

Qualifications

- Commitment to the vision, mission and values and strategic direction of Elizabeth Fry.
- An understanding of the issues affecting women involved in the criminal justice system and an ability to speak about them.
- An understanding of, and experience with, good financial management and reporting practices, preferably with a professional accounting designation.
- An appreciation of the kind and level of financial information needed at a Board level to support decision making.
- An ability to commit the time required to fulfill the responsibilities described.
- Knowledge of protocol and procedures relating to the Board.
- Attention to detail and experience with organizational information management systems.
- Ability to handle sensitive and confidential material with discretion.