

## **CAMPUS VIEW CHILD CARE**

The Board of Directors is comprised of volunteers—mostly parents—who govern the society and its operation of our Early Years and School Age Programs. The Board of Directors, led by the Board Chair, has a unique leadership role in governing the organization: to set policies, take responsibility for strategic planning, financial/fiscal and legal responsibilities and fundraising. The Board also assures the program Director has the support they require to manage the operation of the organization.

**Position:** Treasurer

**Reports to:** Board of Directors

From the *Campus View Child Care Constitution and Bylaws*:

*The Treasurer shall ensure that the financial records of the society are kept in the manner required by the Society Act and shall provide financial statements to the Board, members, and others when required. The Treasurer with the Chair and Director or in the absence of the Chair with such other member of the Board or staff as may be designated by the Board, may co-sign all cheques drawn on the funds of the Program.*

### **Skills and/or areas of expertise**

- Ability to work as part of a team
- Excellent written and verbal communication skills
- Knowledge of, or interest in learning more about, Campus View Child Care and its parent community
- Experience with corporate and/or not-for-profit financial management
- Understands the Governance principles of Boards of Directors and is able to extrapolate data and synthesize strategic financial direction for the organization

### **Time Commitment**

3 - 5 hours on average per month for a minimum of 1 year, with some fluctuation over the course of the year.

### **Governance Roles & Responsibilities for all Board Members**

- Commit to Campus View Child Care's mission, vision, and philosophy, and conduct themselves in a professional and ethical manner, including maintaining confidentiality.
- Oversee adherence to and ensure all financial and fiscal policies, procedures, and legal requirements are upheld.
- Prepare for and participate in Board meetings, Annual General Meetings, and Extraordinary Meetings.
- Support and/or participate in one or more committees, attending all meetings and engaging in the work of the committee, as appropriate.

- Support the hiring, monitoring, evaluation, and compensation review of the Director.
- Participate in strategic planning for the organization.
- Review and approve governance and management policies, such as the Policies and Procedures Handbook, and the Constitution and Bylaws.
- Be an ambassador for Campus View Child Care and the staff.
- Keep informed about community issues relevant to the mission and objectives of Campus View Child Care.
- Self-identify and publicly acknowledge to the board any potential conflicts of interest.

### **Treasurer Roles & Responsibilities**

- Oversees the management of the finances of the organization, including the budget, as approved and reviewed by the Board and managed by the Director.
- Ensures the keeping of clear and accurate financial records, reports, and returns as necessary to comply with the BC Societies Act and the Income Tax Act.
- Coordinate and provide required financial information to the Society's appointed Accounting firm for the preparation of the Annual Financial Statements.
- Assist with providing relevant financial information as required for grant applications.
- Oversee and manage organization's bookkeeping and accounting practices and procedures.
- Establishes proper internal controls to safeguard the Campus View Child Care's assets and prevent fraud or misuse of funds.
- Acts as official liaison with the external accountant and staff bookkeeper.
- Involved in decision-making related to investments, subject to the non-profit organization investment policy from CRA.
- Collaborates with other board members to develop long-term financial strategies that align with the Campus View Child Care's mission and goals.
- Provides quarterly reports to the Board on the financial state of the organization, ensuring the Board understands the finances of the organization so that sound decisions can be made.
- Serves as Chair of the Finance Committee.
- Acts as a signing officer of the Board.
- Assist in developing financial policies and procedures and ensures these policies and procedures are in place in the organization and are adhered to by Board and staff.
- Presents the statements at the Annual General Meeting.