



EcoEquitable, a charity and sewing social enterprise that provides a bridge to social and economic integration for people in need, particularly immigrant women, while greening our community, is recruiting a:

Board Member

Position: Treasurer of the Board

EcoEquitable Inc. is seeking a dynamic individual to contribute to the EcoEquitable board and the fulfilment of EcoEquitable’s mission. The Board will support the work of EcoEquitable and provide mission-based leadership and strategic governance. While day-to-day operations are led by EcoEquitable’s Executive Director, the Board-Director relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

General Responsibilities

- Attend bi-monthly board meetings (6 per year)
- Understand and demonstrate a commitment to the organization’s mission and programs including inclusion and diversity
- Serve as a trusted advisor to the Executive Director as he/she develops and implements EcoEquitable’s strategic plan
- Review quantitative and qualitative outcomes and metrics created by EcoEquitable for evaluating its financial performance and impact
- Review agenda and supporting materials prior to board and committee meetings
- Approve EcoEquitable’s annual budget, financial reports, and material business decisions;
- Contribute to an annual performance evaluation of the Executive Director
- Serve on committees or task forces as needed and relevant
- Maintain confidentiality
- Ensure the organization is complying with all legal and regulatory requirements

Specific Responsibilities – Treasurer of the Board

The purpose and role of the Treasurer is to oversee the financial position of EcoEquitable and to report on the financial position of the organization: quarterly to the Board of Directors; and annually to the Annual General Meeting (June of each year).

- Oversee and review the monthly financial statements
- Call and preside over meetings of the Finance Committee, including development of the meeting agenda
- Ensure that the association’s financial policies are respected

- Present the financial statements to the bi-monthly Board of Directors meetings
- Approve the draft annual budget prior to presentation to the Board of Directors
- Oversee the preparation of the annual financial statements
- Sign the annual financial statements after they have been approved by the Board of Directors
- Present the annual financial statements to the Annual General Meeting
- Presents the motion at the Annual General Meeting to appoint auditors for the association (when necessary).
- Help improve internal controls and follow up on how, the auditors' recommendations have been implemented.
- Contribute in reviewing and improving processes.
- Perform quarterly and yearly cash-flow projections.
- Help ensure that the financial system is being used optimally.

Qualifications

- Full commitment to the values and mission of EcoEquitable
- Accounting certification or equivalent experience
- Knowledge and experience with regard to financial principle and analysis of financial statements
- Strong communications skills
- Able to work in a team/collaborative environment

2 year term with possibility of renewal

Term

Contact Anouk Bertner
613-562-1739 ext 302
Send resumes to anouk@ecoequitable.ca

Please send resume to Anouk Bertner by October 31st, 2017 those candidates selected will be contacted for an interview.