



Treasurer Job Description

MumNet is a registered not-for-profit charitable organization, founded and run by volunteer women. Our Board of Directors consists of 12 volunteers, each of whom assists with the leadership and general promotion of MumNet to support our organization's mission and needs.

Our organization may be small, but our Board follows all due process and regulations that a much larger Board would. It's great experience if you have ever thought of getting your feet wet and adding board experience to your professional skills. We meet once a month for a board meeting, and on an as needed basis to participate in various subcommittees or to work on specific projects. Our work year runs from August – June.

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of MumNet to support our organization's mission and needs.

Mission Statement: Helping women face the challenges of motherhood by fostering their emotional, mental, and physical well-being in a mutually supportive, community-based group environment.

Treasurer Role: The role of the Treasurer is to manage all aspects of the finances of the organization, ensure that accurate and sufficient records and documentation exist to meet legal requirements and to fulfill the general duties of a Director of the Board. Through the Board of Directors, certain duties of the Treasurer may be delegated to the Executive Director, Board members and committees, bookkeeper or others as appropriate; however, the accountability for them remains with the Treasurer.

Major responsibilities:

- Serves on the Executive Committee of the Board;
- Manages bank accounts to ensure the organization's financial commitments can be met;
- Ensures that funds not required for daily operations are invested in an appropriate way;
- Prepares payroll cheques and annual T4s for staff ensuring correct deductions are made;
- Maintains sufficient financial records to meet legal requirements;
- Prepares operating budget each year incorporating inputs from relevant sources for discussion and approval by the board;
- Presents audited Financial Statements and Treasurer's Report at the AGM for approval by the Board and members;
- Organizational leadership and advisement;
- Formulation and oversight of policies and procedures;
- Oversight of program planning and evaluation;
- Personnel evaluation and staff development;
- Review of organizational and programmatic reports;
- Fundraising and outreach.

Length of term: Two years, which may be renewed up to a maximum of three consecutive terms.

Meetings and time commitment:

- The board of directors meets September through June on the last Tuesday of the month, 7:30 p.m., location TBD. Meetings typically last two hours.
- Monthly call with the executive team. Calls usually last one hour.
- Committees of the board meet an average of once a month, depending on their work agenda.
- Board members are asked to attend the Annual fundraising event, and participate where able in additional fundraisers over the course of the year.

Expectations of board members:

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by MumNet mission, objectives, and programs.
- Help communicate and promote the MumNet mission and programs to our target communities.
- Become familiar with MumNet's structure, personnel needs, finances, budget, and financial/resource needs.
- Understand the policies and procedures of MumNet.

What we are looking for:

- CPA Designation
- Creativity, enthusiasm and passion for promoting MumNet in our local communities
- An understanding of the grass-roots nature of our organization, and creativity to work with limited budgets to enhance our communications strategy
- An organized, multitasking self-starter
- Strong interpersonal skills and the ability to lead and collaborate with a team of committee members
- Strong project management, problem solving and analytical skills with an ability to anticipate obstacles and develop appropriate solutions

**To apply forward current CV to
Megan Munro, Board President
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