



Volunteer Treasurer

Inspiring Communities

November 2020

Statement of intention: Our goal is to be a diverse and inclusive workforce that is representative, at all job levels, of the communities we serve. We encourage and prioritize applications from Indigenous People, African Nova Scotians and other Racially Visible Persons, and Persons with Disabilities. If you are a member of one of the equity groups, you are encouraged to self-identify in your covering letter or your resume.

MEET INSPIRING COMMUNITIES

[Inspiring Communities](http://www.inspiringcommunities.ca) is a not-for-profit organization committed to collective action for change. We work to shift how complex social problems are tackled to improve lives, strengthen communities, and change oppressive systems. Our strength lies in our diversity of thinking and experience, and our openness to opportunities for collaboration. We provide a nurturing environment to experiment with new approaches to solving social problems.

We do this by:

- Providing practical support to a variety of social change initiatives in the region.
- Developing evaluation capacity and expertise in the field of systems change.
- Generating learning and networking opportunities for those working in the field.

As part of our learning work, we will soon be launching a new online learning platform called *Wayside*, which will be a space for social innovators from across Atlantic Canada to take courses, connect, and collaborate.

ABOUT THE OPPORTUNITY

Inspiring Communities (IC) is a not for profit organization seeking a community volunteer with experience and expertise in accounting and finance to join the Board of Directors as Treasurer.

Commitment Required:

- Attendance at Board meetings. *The Board of Directors meets 8 – 10 times a year. Our Zoom meetings are 90 minutes in length. Face to face meetings, held in Halifax, have traditionally been 2 – 3 hours in length.*
- Willingness to devote an average of 5-7 hours per month to IC business above and beyond Board meetings, including participation in accounting and finance activities.
- Chair the Audit and Finance committee meetings (4-6 per year)
- Fulfill a two-year term, which may be renewed.

Responsibilities:

Note: our annual budget is ~\$2,500,000

- Provide guidance to bookkeeper and Executive Director on accounting and finance transactions.
- Interact with external engagement reviewer and support the organization through annual review processes
- Assist in presenting quarterly financial statements & annual budget to the Board of Directors.
- Recruit members for and chair the Audit and Finance committee, gathering insights and perspectives from committee members to help guide the financial decisions of the organization
- Participate in creating sustainable annual budgets for the organization.
- Support the leadership team with development, revision, and review of the organization's fiscal policies and procedures.

Note that this is an unpaid volunteer position however expenses will be reimbursed.

ABOUT YOU

The ideal candidate will be able to demonstrate the following:

- Professional expertise in accounting and finance.
- A high level of administrative, organizational, and leadership skills.
- Knowledge of not for profit board governance with previous board experience considered an asset.
- Accounting Designation is not required, but preference to CPAs, or individuals working towards their CPA are preferred.
- Ability to work independently and as part of a team.

HOW TO APPLY

To apply for this position, submit a résumé and cover letter outlining your interest and experience to hello@inspiringcommunities.ca by December 14th, 2020

THANK YOU!