



The Edmonton Neighbourhood Watch Program Society

BOARD TREASURER

Job Description

Position Summary

The **Board Treasurer** is primarily responsible to manage ENW finances/budget and expenditures with the assistant of the Board of Directors.

Position Type

- Volunteer Position for not-for-profit organization
- 2 Year Term
- Option to extend upon direction of the Terms of Reference/Bylaws of the Board of Directors

Reporting Structure

The Treasurer is accountable to the Board of Directors under its directions.

Authority

Board Members work both individually and collectively in managing The Edmonton Neighbourhood Watch Program Society's affairs through the Business Plan and Strategy Plan in conjunction with its policy and budget. The Board Member acts on the Board's behalf in accordance only with Board's motions and policy guidelines and only as requested and in accordance with Board's resolutions with respect to representation of the organization.

Qualifications & Requirements

- Experience in finance/accounting role
- Experience in excel spreadsheets and formulas are required
- An understanding of the effective functioning of a charitable/not-for-profit organization
- Familiarity with structure and process of board and/or committee meetings
- Possibly some experience in not-for-profit environment
- Integrity, loyalty, and discrete personality
- Strong organizational skills, communication skills, time management and ability to meet deadlines
- Decisive, innovative, and flexible with the ability to compromise and strongly service oriented
- A member in Good Standing
- Must pass a Special Enhanced Police Information Check conducted by the Edmonton Police Service

Primary Duties and Responsibilities

- Serves on the Executive Committee
- Manages the finances of the organization, including the board's review of and action related to, financial responsibilities
- Ensures appropriate financial reports are made available to the board on the financial state of the organization and monitors financial planning
- Keeps full and accurate accounts of all organizational receipts, disbursements and expenditures
- Disburses all monies as directed by the Board
- Assists in supporting fundraising activities
- Administrates fiscal matters of the organization by preparing and monitors overall budgets

- Regularly reports to the Board on key financial events, trends, concerns, and assessment of fiscal health
- Files necessary financial reports, tax reports and audits
- Provides annual budget to the board for members' approval
- Ensures development and board review of financial policies and procedures
- Timely delivery of the necessary financial documents for Board Meetings and the AGM
- Notifies Board Members of matters that need approval
- Assists in the selection of an auditor, if needed, and meets with him or her annually
- Provides candid, open and honest feedback and evaluation when appropriate
- Responsibility for formal compliance with laws, articles of incorporation and regulations
- Attends and participates in Board Meetings
- Keep Board informed (on a timely basis) of significant issues that need attention
- Provide guidance and advice to Board on process issues such as establishing and interpreting terms of reference, decision-making and accountability
- Able to show leadership and involve in decision making

Establish, maintain and advance community relations

- Able to attend events on behalf of ENW representing the organization within the community
- Undertake activities within the Community that enhance the visibility of the organization

Terms

Directors are elected for a two-year term at the Annual General Meeting of the Members

Performance Criteria

- Enhancement of the organization's image
- Successfully carrying out the prime functions of the position description
- Development of strong working relationships with:
 - Edmonton Police Service
 - Complete Community Representative Training
 - Edmonton Neighbourhood Watch Board Directors
 - Partnerships
 - Community Members and Ambassadors
 - Government representatives
 - Other organizations and funding agencies

Essential Functions

- Communication
- Flexibility and adaptability
- Analytical thinking skills

APPLICATION PROCESS:

DEADLINE: JANUARY 31, 2018

Interested applicants must send a Cover Letter and Resume at admin@enwatch.ca Website: enwatch.ca

