CPAWS-BC Board of Directors – Treasurer Role

Job Description

Last updated: April 2020

About CPAWS-BC:
The Canadian Parks and Wilderness Society is Canada’s grassroots voice for wilderness. Since 1963 we have led in creating over two-thirds of Canada’s protected areas. That amounts to over 400,000 square kilometres. Our vision is to keep Canada’s public land and water wild forever. CPAWS believes that by ensuring the health of the parts, we ensure the health of the whole, which is our health too.

As a national charity with 13 chapters, over 150,000 supporters and hundreds of volunteers, CPAWS works collaboratively with governments, local communities, industry and Indigenous peoples to protect our country’s amazing natural places. We are also on guard to ensure that our parks are managed to protect the nature within them. The BC chapter was established in 1978 and has played a leading role in more than doubling the amount of combined terrestrial and marine protected areas in the province. We are currently working to ensure the establishment of many new, large land and ocean protected areas in BC.

CPAWS-BC work to striving for justice, equity, diversity and inclusion
Commitment to Decolonization: CPAWS-BC works on the stolen lands and waters of Indigenous peoples. Indigenous peoples have stewarded their territories for thousands of generations, and continue to today. However, colonization, genocide, and oppression intentionally severed Indigenous peoples’ relationship with the land and ocean. Conservation efforts have a long history of perpetuating systemic oppression and erasure by forcibly removing people from their land. As a conservation organization, we have a responsibility to decolonize our work and to ensure that we are supporting Indigenous leadership to identify, create, and manage protected areas and ecosystems.

We, the staff and Board at CPAWS-BC, recognize that decolonization is an ongoing process that requires all of us to be actively involved and responsible. CPAWS-BC is committed to justice, equity, diversity, and inclusion within every aspect of our work to protect lands, inland waters, and ocean. We commit to be more inclusive, respectful, and honour Indigenous peoples in all aspects of our work.

- We will intentionally create an inclusive organizational culture that supports Indigenous colleagues, Board Members, volunteers and partners.
- We will work with our Indigenous partners to purposefully incorporate Indigenous Knowledge into campaign and organizational strategies when invited to do so.
- We will advocate for Indigenous co-governance and co-management of protected areas, and support other types of Indigenous-led conservation where we have shared values.
- We will prevent our intrusion on space being claimed and reclaimed by Indigenous people in the conservation movement.

Defending BC’s land and ocean since 1992
• We will continue to focus on building relationships with Indigenous peoples whose land and ocean we work on.
• We will stand beside our Indigenous partners at stakeholder and government discussions on conservation.
• We will push ourselves and the broader conservation movement to continue to challenge our engagement in decolonization and to hold each other accountable.
• We will offer meaningful support and resources to Indigenous conservation processes when we are invited and able, and there are shared goals.
• We will listen to and bear witness to the Indigenous stories of these lands, waters and people as we continue to build our understanding of what it means to partner with and demonstrate allyship to Indigenous peoples.

Position summary:
The CPAWS-BC Treasurer is an executive member of the Board. The Treasurer’s key role is to monitor the organization’s financial situation, present easy to understand financial summaries and advise the board on fiscal matters.

Board Member Term Limits: Board members term limits are set at three years, with the hope that all Board members will remain for the full term. No Board member can stay on the Board for more than two terms, and the second term should only be pursued with specific rationale: e.g. Board member taking on, or within, an executive role, or committing to bring something additional to the Board, etc.

Treasurer Position Term Limits: The Treasurer will serve a two-year term; an additional term as Treasurer is permitted if the whole Board approves.

Average Time Commitment: One 2-3 hour Board meeting per quarter, which requires some prep work to review and summarize the organization’s monthly financial statements. Additional meetings may be called if required.

General Board Member Role and Expectations:
• Regularly attends all board meetings (approximately 4 per year) and important related meetings/events, where possible.
• Makes a serious commitment to participate actively in Board work.
• Makes a serious personal commitment to learning from and with others, especially around justice, equity, diversity and inclusion in relation to conservation as well as good governance.
• Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
• Prepares themselves well for meetings, and reviews and comments on minutes and reports prior to meetings.
• Gets to know other Board members and builds a collegial working relationship that contributes to consensus.
• Participates in fundraising for the organization where appropriate and under the guidance of the Development Director and ED. In addition, as a board team we commit to individually
making a personal financial contribution to CPAWS-BC at a level that is meaningful and appropriate our personal budget and situation, no later than December of each year and without having to be asked.

- Acts as an advocate for the organization and works to steward donors, where possible.
- Commits to assisting recruiting, selecting, and training successive board members

**Key Roles of the Treasurer:**
- Works with the Executive Director to review finances of the organization and advise the Board of issues that arise
- Fiscal oversight of the organization and is a signatory on the organization’s bank account
- Reviews the annual budget prior to being presented to the Board for approval
- Produces a quarterly, plus for the AGM, financial report to the Board (with the support of the Executive Director)
- Supports the development and Board review of financial policies and procedures

**Qualifications**
- Thorough understanding of financial reports (e.g. balance sheets, income statements, etc.), and some financial background, ideally with nonprofits.
- Passionate about and able to translate financial information and financial concepts for the board; and an ability to explain and re-frame the reports until everyone understands them.
- An ability to interpret and translate the board’s questions, goals, or concerns about the financial information or financial situation to staff.

**CPAWS BC Staff Support:**
The position works closely with the CPAWS-BC staff and Executive Director, who support the Treasurer with ideas generation, access to past files, database information, etc.