

Board of Directors – Treasurer

Job Description

Last updated: August 2023

About CPAWS-BC

The Canadian Parks and Wilderness Society (CPAWS) is Canada's only charity dedicated to the protection of public land, freshwater and ocean with a strong national and regional presence across the country. Working in a way that respects the sovereignty and leadership of Indigenous nations, we are focused on conserving nature to respond to the dual crises of accelerated biodiversity loss and climate change.

With almost 60 years of success, we are Canada's leader in conservation and have played a lead role in protecting over half a million square kilometres – an area bigger than the entire Yukon Territory! Our vision is that at least half of land, freshwater and ocean in Canada is permanently protected to sustain nature and people for current and future generations.

The CPAWS British Columbia chapter (CPAWS-BC) works to protect wilderness in every corner of BC and deep into the ocean. We have been defending BC since 1978 and are dedicated to keeping BC's natural environment thriving forever. Nature is BC's best hope.

CPAWS-BC works on the unceded territories of Indigenous Peoples. We recognize that all people have the right to a healthy environment. Identity, culture, and survival are often deeply rooted in people's connection to the land and ocean. However, not all people have equal access to and decision-making powers over the use of land and ocean. As a conservation organization, we have the responsibility to uphold the values of justice, equity, diversity, and inclusion of marginalized voices and perspectives.

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. CPAWS-BC's hiring practices give priority to Indigenous, Black, and racialized people and those who face systemic barriers to employment.

Position Summary:

The CPAWS-BC Treasurer is an executive member of the Board. The Treasurer's key role is to monitor the society's financial situation, present easy to understand financial summaries and advise the Board on fiscal matters.

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. Treasurer's are also expected to support the Board President in their Key Roles, which can take up approximately 1-5 additional hours a month.

Our office is located on the unceded lands of the Coast Salish Peoples.

General Board Member Role and Expectations:

CPAWS-BC's Board is a governance Board, as opposed to an operational Board. That is, the organization's work is done by staff, not Board Members. The role of Board Members is to ensure that the organization stays true to our mission and meets our fiscal and legal requirements. All Board members are expected to:

1. Regularly attends all board meetings (approximately 5 per year) and important related meetings / events, where possible.
2. Makes a serious commitment to participate actively in Board work.
3. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
4. Prepares themselves well for meetings, and reviews and comments on minutes and reports prior to meetings.
5. Gets to know other Board members and builds a collegial working relationship that contributes to consensus.
6. Participates in fundraising for the organization where appropriate, including making a personal financial contribution to CPAWS-BC at a level that is meaningful, no later than December of each year and without having to be asked.
7. Acts as an advocate for the organization and works to steward donors, where possible.
8. Commits to assisting recruiting, selecting, and training successive board members.

Board Elections and Term Limits:

In accordance with the society's bylaws, elections for directors will normally occur at the annual general meeting and will take office commencing at the close of the annual general meeting. The term of office will normally be **two 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 **three terms**, and third terms 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.

Directors may be elected for up to three (3) consecutive terms, regardless of the duration of such terms. A Person who has served as a Director for three (3) consecutive terms may not be re-elected for at least two (2) years following the expiry of their latest term.

Treasurer Officer Role:

Officer Terms:

Unless appointed for a longer term by Board Resolution, each officer appointed or elected by the Directors will hold office until the first meeting of the Board held after the next following annual general meeting. Directors may be appointed or elected as an officer for consecutive terms.

Term Limits:

A Treasurer is expected to serve **two terms**, and the term may be extended by one term (maximum three terms) under certain circumstances and if the whole Board approves.

Key Roles and Responsibilities:

- The Treasurer is responsible for doing, or making the necessary arrangements for, the following:
 - receiving and banking monies collected from the Members or other sources;
 - keeping financial records, including books of account, in respect of the Society's financial transactions in accordance with the Societies Act and the Income Tax Act;
 - preparing the Society's financial statements and rendering the same to the Directors, Members and others when required; and
 - making the Society's filings respecting taxes
- 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
- 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
- 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

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.