



**Position Description:
Treasurer**

Purpose:

The Treasurer is to provide ensure PAVRO remains fiscally responsible and viable; and to inform and advise the Board on matters pertaining to finances.

Responsibilities:

Under the direction of the President of the Board of Directors, the Treasurer's responsibilities include:

1. Developing an annual Budget with input from all Board members
2. Providing regular financial statements for Board meetings, answering questions and explaining the statements to Board members.
3. Providing Board members training (reading statements, using and understanding financial statements) as required
4. Developing PAVRO financial policies and procedures and keeping them current
5. Arrange for an Audited Financial Report and present at the AGM
6. Liaising with bookkeeper and PAVRO staff on a regular basis to ensure timely and accurate processing of accounts both payable and receivable
7. Ensure legal compliance and government organizations as required, including Employee Remuneration and Government Remittances (taxation)
8. Make recommendations to the Board that optimize the financial health of the organization. Invest surplus funds according to policy directives
9. Complete/respond to any responsibilities associated with being a Board member (attending, preparing for, and participating in meetings/conference/AGM/retreat; financial accountability and management of portfolio budget; reports; updating website information; policies; promoting PAVRO; recruiting potential Board/Committee members; etc.)

Experience/Skills Required:

- Education or work experience in accounting/finance essential. (C.A. preferred)
- A minimum of 5 years experience working in the field including preparing budgets



- Experience in the not-for-profit sector is essential
- Strong belief in PAVRO's mission, vision and values; able to articulate them
- Demonstrated ability to work independently and follow through with assigned projects and responsibilities
- Flexibility and patience

Terms:

The Treasurer is elected for a two year term. It is expected that the Treasurer will attend all regular Board meetings plus the Annual General Meeting and Retreat. The time commitment is 2-3 hours weekly with more at year-end.

Code of Conduct

All Board members must agree to the following:

- I will perform my duties responsibly and impartially to the standards set out by PAVRO in a manner that would bear public scrutiny.
- I agree to declare any real, apparent or perceived conflict of interest in matters which may result in financial gain or personal benefit.
- I further agree to maintain the confidentiality of any proprietary or privileged information to which I have access, both during and after my term on the Board of Directors. This information may include contracts, financial information, membership lists, staffing or personnel documentation and/or discussions about PAVRO business.

Benefits:

- Opportunity to develop new connections and networks in the province.
- Opportunity for professional development of marketable skills (financial management, policy development, budget preparation, investments)
- Opportunity to support best practice in the engagement of volunteers.
- Opportunity to help find/develop real solutions
- Reimbursement for travel expenses and long-distance phone charges (as per existing policies).