



Idanr • Learning Disabilities Association of Niagara Region

Board Treasurer Position

Position: Board Treasurer (Volunteer)

Time Commitment: 5 hours per month (board meetings*, meetings with the Executive Director, preparation, events)

**Board meetings take place bi-monthly and are typically two hours in length.*

Term: 3 years (with possibility of extension as director)

Duties & Responsibilities:

The Treasurer serves on the Board Executive Committee, and manages and reports on the LDANR's finances. In addition to the duties of every Board member, the Treasurer is to advise staff and Board on financial matters affecting the LDANR.

In fulfilling this function, the Treasurer will:

- Oversee the review and revision of financial policies and procedures by the Board;
- Assist in the preparation of the annual budget and its presentation to the Board for review and approval;
- Ensure that the appropriate financials are reviewed by the Board at each Board meeting;
- Ensure that the Board regularly monitors the organization's financial performance and alerts it to any important discrepancies between planned and actual figures;
- Ensure that the organization maintains the appropriate financial books and records and that these are accurate and up-to-date;
- Ensure that government tax filings and remittances are submitted on a timely basis;
- Ensure that payroll and other liabilities are settled in a timely manner;
- Ensure that excess funds and reserves are properly held and invested;
- Verify that donations are handled appropriately and that grants and service delivery contracts are accounted for in accordance with the requirements of the funders;
- Meet with the external auditor annually to identify any financial control and record keeping problems or deficiencies and oversee action by the Executive Director to address them;
- Recommend to the Board the need for a review or renewal of the auditing services provided;
- Assist and ensure that all reports, including the Registered Charity Information Return, are submitted on time;

- Assist the Executive Director and Board Chair with the development and presentation of the annual report;
- Present the organization's financial report and recommend appointment or reappointment of auditor at the Annual General Meeting;
- Help the Executive Director to keep the Board informed of important financial events, trends, and issues relevant to the organization;
- Serve as a co-signer of cheques with at least one other signing officer.

Qualifications & Skills Required:

In addition to the qualifications of every Board member, the Treasurer must have:

- A background in financial accounting or relevant equivalent;
- An understanding of, and experience with, good financial management and reporting practices;
- An appreciation of the level of financial information needed at a Board level to support decision making;
- Sufficient time to devote to the above duties.

Ideally, the successful candidate will also have experience working with non-for-profit organizations.

Additional Requirements:

The successful candidate will be required to:

- Submit a **Police Vulnerable Sectors Clearance** valid within one year;
- Become a member of the Learning Disabilities Association of Ontario – Niagara Chapter (**\$50.00 Annual Membership fee**) for the duration they serve on the Board of Directors.

Application Procedure:

Please send a cover letter, resume and the names of three references by email to Samantha Sendzik, Executive Director at ssendzik@Ldaniagara.org. Applications will be accepted until position is filled.

Mission

Our purpose is to provide resources and support to individuals who are affected by learning disabilities within the Niagara Region. We provide leadership in learning disabilities awareness, advocacy, research, education and services.

For more information on the LDANR, please visit our website at www.LDANiagara.org.