



780 SW Marine Drive, Vancouver, BC, V6P 5Y7 [www.bcwbs.ca](http://www.bcwbs.ca)

## **BOARD OF DIRECTOR POSTING – TREASURER**

As part of ongoing succession planning, BC Wheelchair Basketball, (BCWBS) is currently recruiting for the position of Treasurer to serve on our volunteer Board of Directors.

### **About BCWBS**

Based in Vancouver, BCWBS is a non-profit organization formed in 1983 and registered with Revenue Canada as a charity. BCWBS is a dynamic organization actively committed to promoting opportunities for participation, recreation, competition, and excellence in the sport of wheelchair basketball in British Columbia, for all who wish to participate. BCWBS's is dedicated to supporting the development, promotion, and growth of wheelchair basketball in British Columbia by providing quality leadership, programs, and services.

### **About the BCWBS Board**

The board follows a governance model and is responsible for providing oversight as well as strategic vision to set the long-term direction of the organization. Along with general board responsibilities, directors participate in committees with responsibilities including Finance & Audit, Policies, Procedures and membership and Athlete advisory. The Executive Director is accountable to the board. Front-line staff is responsible for implementing programs and services and is accountable to the Executive Director. The role of the Treasurer is to monitor the financial planning, management and reporting matters for BCWBS.

### **Key Responsibilities of the Treasurer**

- Ensure current and acceptable financial practices are in place to guarantee fiscal and fiduciary responsibility in the organization
- Chair the board's Finance Committee
- Act as a signing officer of the Board for cheques, banking matters, grant applications and other financial reports
- Review and present monthly, quarterly and budget and annual financial reports to the Board of Directors
- Review and assist with preparation of the financial statements of the organization during the year end review engagement process (audit engagement process to be implemented in FY24-25)
- Formulate and implement financial policies and procedures as required
- Maintain the Internally Restricted Funds Continuity Schedule
- Provide strategic planning and direction of the organizations short-term and long-term cash investments
- Present BCWBS's financial report at the Annual General Meeting
- Offer sound accounting and financial management advice to the Finance Coordinator, Finance Committee and Executive Director as needed
- Act as administrator and oversee the BMO Spend Dynamics account and CRA account

### **Commitment & Preferred Requirements**

1. Commitment to serve as an advocate for the vision and mission of the organization
2. Chartered Professional Accountant (CPA) designation or equivalent
3. Understanding of Accounting standards for not-for-profit organizations (ASNPO) standards
4. Knowledge and skills board governance including advocacy, finance, fund development, strategic planning and succession planning
5. Attendance at board meetings (4-5 per year, virtual meetings)
6. Attendance at Annual General Meeting

7. Support of, and participation in, fundraising and program events
8. Previous experience with a non-profit and/or Board of Directors is an asset. In addition to the accounting and finance skills required for this position, we welcome a varied range of skills, experience and background, both professional and personal

**Term**

Directors serve for a two year term and may be released at the end of their term, by resigning, or remain, according to BCWBS bylaws.

**Applying**

Please forward your resume with a brief explanation as to why you are interested in our organization to:

Executive Director at [sian@bcwbs.ca](mailto:sian@bcwbs.ca)

All applications will be handled in strict confidence. This opportunity closes on September 30, 2023.