



Treasurer Position Description

Position Title	Director/ Treasurer
Organization Name	Oakvillegreen Conservation Association Inc.
Name of Committee or Task Force	Board of Directors
Start Date	November 1, 2016
End Date	November 1, 2018
Hours and days required per month	6-8 hours a month, two year term commencing 2016
Reports to	President of the Board of Directors
Key responsibilities	<p>The Board of Directors is the legal authority for Oakvillegreen Conservation Association. As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the OCA in accordance with the Duties, Responsibilities and Powers of Directors and Trustees of Charities, as outlined by the Government of Ontario.</p> <p>The Board Treasurer is responsible for the following:</p> <ul style="list-style-type: none"> • Is a member of the Board • Preparing and presenting a budget to the Board • Work with OCA bookkeeper in maintaining accounting records as required by law • Ensuring board receives financial information to be able to monitor the financial situation of the organization <p>Other responsibilities may include:</p> <ul style="list-style-type: none"> • Serving as the chair of the finance or fundraising committee • Setting and reviewing financial policies • Analyzing financial results and performance of the organization • Supervise the organizations financial condition and report to the Board • Providing input into the organization’s strategic plan • Preparing and signing cheques • Educating other board members about how to read and understand financial information
Key Qualifications	<p>Requirements of Board Treasurer include:</p> <ul style="list-style-type: none"> • Must be an OCA member • A willingness to devote the necessary time and effort to the position • Ability to work effectively as a team member • Attention to detail and an ability to keep accurate financial

	records and reports <ul style="list-style-type: none"> • Attendance at monthly Board meetings, planning meetings and Annual General Meeting • Support at special events • Support of, and participation in, fundraising events. • Financial support of OCA • Chairing Board meetings, as requested by Board Chair 						
Skills, experience and attributes	<ul style="list-style-type: none"> • Passion for natural heritage conservation and environmental stewardship • Passion for engaging the community in the protection and appreciation of nature • Budget and management planning experience • Excellent communications skills and team orientation 						
Training	<table border="1"> <tr> <td>General Orientation ✓</td> <td></td> </tr> <tr> <td>Board Orientation ✓</td> <td></td> </tr> <tr> <td>Confidentiality ✓</td> <td></td> </tr> </table>	General Orientation ✓		Board Orientation ✓		Confidentiality ✓	
General Orientation ✓							
Board Orientation ✓							
Confidentiality ✓							
Benefits for the Volunteer	Opportunity to: <ul style="list-style-type: none"> • occupy a leadership position in a well-established and respected environmental organization • develop leadership and management skills in a context outside of regular employment • assume a key role in developing and impacting the organization • be part of an active community sharing similar interests to your own • contribute to the appreciation of nature, environmental stewardship and the conservation of natural areas in Oakville 						
Benefits for the Volunteer's employer	Opportunity for employee to: <ul style="list-style-type: none"> • develop their leadership potential, including mentoring and transition • stretch themselves through the challenge of applying professional skills and expertise in a different context • recognition of staff as a leader in a local non-profit community based group making a viable contribution to environmental stewardship and the conservation of natural areas in Oakville 						
Other requirements (Police check etc.)	Criminal Reference Check						
President's Signature							
Director's Signature							
Date							

TO APPLY: Send a brief statement of interest including your qualifications (max 300 words) to president@oakvillegreen.org.