



Volunteer Board Treasurer

Position Summary

The Board Treasurer is responsible for overseeing the financial management of HDFFA. This position currently requires a small commitment of your time, which will mostly be spent preparing year-end financial statements and reporting. The monthly time commitment may vary but generally will not exceed one to two hours per month.

Key Responsibilities and Accountabilities

- Prepare yearly Financial Statements, specifically Statement of Revenues & Expenses and Statement of Assets Liabilities and any other Financial Statements as required.
- In conjunction with the Board Chair, develop and present a yearly Operating Budget to the Board and AGM, and monitor the budget process.
- Ensure HDFFA complies with all provincial/federal laws and regulations.
- Work with Executive Director to ensure detailed records of any grant monies received and spent are used appropriately within the grant guidelines.

NOTE: Currently, the board chair performs the following accounting functions.

- Maintain detailed records of all funds received and disbursed.
- Reconcile Bank Statements and General Ledgers.
- Write cheques and make e-transfers as required for accounts payable.
- Track taxable donations and issue Tax Receipts as required by law.

Qualifications

- Formal training in accounting from a recognized University or College. An accounting designation would be preferred.
- A strong background in finance, accounting, or related fields. You must be familiar with financial principles, budgeting, and financial reporting and analysis.
- Experience working as a Treasurer in a non-profit organization would be an asset.



- Some understanding and/or life experience with hoarding behaviours would be great, although not necessary.

Key Competencies for Success Volunteering with HDFA

Integrity & Trust Adheres to a set of core values and beliefs that align with HDFA's commitment to inclusiveness and diversity and acts in line with those values. Is trusted; is a truthful individual; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

Compassion & Empathy Attends to and validates expressed emotions, seeks to understand participants' perspectives, and shows genuine concern for their needs. Shows positive regard to all group members. Uses positive, affirming and encouraging statements and facial expressions.

Organizational Skills Excellent planning, coordinating, time management, and organizational skills; including making good use of time and resources and sorting out priorities.

Communication Has the capacity to interact effectively with other people both on a one-to-one basis and in group settings, including understanding and responding to the needs of others in a professional manner.

Collaborative Mindset Works to achieve the common goals of HDFA, by sharing ideas, information, challenges, and successes.

Continuous Learning Commitment to seeking new knowledge and skills, as well as developing existing capabilities. Taking advantage of opportunities for professional development, seeking feedback on both style and performance, learning from others and gaining valuable lessons from successes and mistakes.

Equity Diversity & Inclusion

We are committed to practicing and encouraging equity, diversity, and inclusion in all the ways we provide support, deliver services, work with volunteers, and conduct the business of the foundation. We appreciate and embrace the variety of differences among people, including differences in race, ethnicity, gender, sexual orientation, age, religion, culture, ability, and more. We acknowledge and value these differences and are committed to creating an environment where everyone is respected, valued, and included. We truly believe that we can provide the most effective services and supports when we include all people of our diverse community.

To Apply for this position or to learn more about us, please contact Marjorie Keay, Board Chair at hoardingdisorderfoundation@gmail.com or call me at 780 902 0988. Visit our website at HDFA.ca to learn more and to read stories of lived experience with hoarding disorder.

