

Volunteer Posting - Board of Directors (Treasurer and Finance)

We are currently seeking applications from dedicated, community-minded women who want to make a difference in the lives of women and children, and who are interested in joining our Board of Directors. Vacancy includes one board member to serve on the Nominating Committee.

FGWRC is a non-profit feminist organization committed to creating a community where women and children are safe, healthy, valued and empowered since 1983. FGWRC offers supportive counselling, information and referrals, workshops and outreach programs. All services offered by FGWRC are free of charge.

FGWRC is open to all women regardless of their cultural, racial, economic, social, religious and spiritual backgrounds. We are welcoming of individuals with differing experiences and those of differing abilities, ages and sizes. We welcome self-identified-women who identify as either heterosexual, lesbian, bisexual, trans, transsexual, or intersex.

Responsibilities:

The Board of Directors is a volunteer board whose role is to provide oversight and direction to the work of FGWRC including major decisions regarding the operations, budget, and overall policy and program direction.

Working closely with other members, this committee's responsibilities include:

- Ensuring an accurate record of all financial transactions is kept;
- Reviewing monthly receipts and disbursements;
- Review annual budgets;
- Ensuring, with the Finance Coordinator, that the books and financial statements are submitted for audit at the close of the fiscal year;
- Presenting itemized financial statements at all Board and General Meetings;
- Attending monthly board meeting and annual general meetings;
- Serving in the absence or at the request of the co-chairs; and
- Other duties of the Board as may be required.

Full descriptions of our Committee Terms of Reference are available on our website at www.fgwrc.ca

Commitment:

- 2 year term
- Attend 9 Board meetings a year (meetings are the third Wednesday of the month @ 6PM)
- Join one working board committee – Finance Committee
(meeting dates & times vary – on average the committee meets once a month)

Our ideal candidate has experience or interest in serving with not-for-profit organizations, supports the mission, vision and values of the FGWRC, and is willing to serve for at least two years.

We welcome any interested candidates to forward a cover letter and brief resume by **November 16, 2020** to

info@fgwrc.ca.

We thank you in advance for your interest and willingness to support FGWRC. Unfortunately, we will not be able to respond to all applications and only short-listed candidates will be contacted.