

Board Treasurer – Role Profile

Link to Mission

Be a champion of the Vancouver Fringe Theatre Society fostering vibrant connections with audiences, artists, and supporters. They oversee the financial accountability of the organization to ensure healthy and sustainable organizational growth, especially in the strategic direction of VFTS.

Responsible to

President and Board of Directors (Membership)

Responsibilities

- Be an active member of the VFTS Board
- Supports the Executive Director in presenting the annual budget to the board for approval
- Gives quarterly reports to the Board on the financial state of VFTS
- Keeps the board regularly informed of key financial events, trends, concerns, and fiscal health
- Acts as a signing officer of the Board
- Ensures Board review of financial policies and procedures
- Oversees annual audit of the financial statements
- Completes required annual reporting in a timely fashion and making these forms available to the Board (ensure adherence to laws of BC Society's Act and Canada Tax Law)
- Member of Internal Affairs Committee
- Ensures good risk management processes for the organization.
- Makes the necessary arrangements for receiving and banking monies collected from the Members or other sources, keeping accounting records in respect of the Society's financial transactions, preparing the Society's financial statements, making the Society's filings respecting taxes

Skills

- Designated accountant or work experience in the accounting sector preferred
- Financial literacy/ current knowledge of accounting practices
- Ability to review and interpret budget to actual results
- Ability to understand and comply with tax regulations for non-profit organizations
- Ability to link financial status to the organization's strategic goals
- Ability to work with staff responsible for financial operations

Time Commitment

10-15 hours per month for 2 years.

Evaluation

Self and by board annually