

Board Member - Financial

Position Title:	Board Member (Financial)	Department/Team:	Board of Directors
Authority:	Congruent with authorities laid out in Board of Directors' policies and procedures documents.		

Job Summary

We are a new non-profit society dedicated to the promotion of curiosity, intergenerational learning, making, and community building. We will be running a social enterprise comprised of a retail storefront and a workshop space. We are seeking a board member to serve as treasurer to join our Board to act as an advisor to the project and provide administrative oversight for our non-profit society.

As a Board Member in this role, you are able to advise us informally on financial issues and aid in our understanding of the financial requirements/constraints of our endeavor.

Primary Responsibilities

We are seeking a board member who

- Has financial expertise in with non-profits and is willing to serve as Treasurer of the board;
- Is able to attend at least one in-person, two-hour board meeting a month;
- Is able to commit to varying degrees of ongoing advisement in our initial start-up period and on an ongoing basis throughout the year (either in person or by email/text);
- Is interested in supporting intergenerational community building and an alternative approach to lifelong learning;
- Lives in the Lower Mainland.

Experience

Previous experience as a board member for a non-profit organization is not required, but certainly appreciated.

Term

Board members selected for 2018 will serve a term of one year, starting immediately and continuing to May 2019. During this period, we will determine the best method for election to the Board and the process for leaving the Board.

Evaluation

The process by which board members' effectiveness will be assessed will be discussed in the initial meetings of the board and Staff.

Benefits

This is a volunteer position. There is no financial remuneration. You will receive reimbursement of any expenses you incur on behalf of The Learnary (as pre-approved), and will be covered by the organization's liability insurance, if necessary.

Time and Financial Requirements

Your commitment will include:

- an initial term of one year, beginning now and continuing to May 2019;
- attending monthly board meetings regularly;
- being aware of the day-to-day management of the organization, as is reasonable;
- participation in ongoing fundraising efforts;
- participation in decision making at the Board level;
- ensuring management and staff are qualified and well supported;
- participation in developing, approving, and monitoring where appropriate, policy and other recommendations received from the standing committees and senior staff;
- on an ongoing basis: reviewing the by-laws and policy manual, and recommending by-law changes to the membership; reviewing the Board's structure, approving changes, and preparing necessary by-law amendments; participating in the development of the organizational plan and annual review, supervising staff; and
- approving the organization's budget, upon recommendation of senior staff.

Fiduciary duties

Every board director holds a position of trust. This is because they have the power and obligation to act on behalf of the organization. An association based on trust is called a FIDUCIARY relationship. A fiduciary is one that stands in a special relation of trust, confidence, or responsibility in his/her obligations to others.

Regardless of the structure of an organization or its mandate, all directors have a fiduciary duty to perform with care, diligence and skill. Boards of directors are expected to operate in good faith and with the best interests of an organization in mind.

Date: October 2018