FVMBA Board Role:

(Updated October 7, 2025)

Treasurer

As an officer of the board, the treasurer is responsible for overseeing all aspects of the organization's finances, including managing and monitoring the organization's financial health while keeping the board of directors up to speed so that they can make better decisions collectively.

Below is a list of the responsibilities and expectations of the role of Treasurer:

- Attend and actively participate in 10-12 monthly board meetings per year.

- Financial Management:
    - With the engagement of staff (Executive Director/Operations Manager and Bookkeeper), manages the organization's finances, including budgeting, financial planning, and ensuring that the organization operates within budgetary constraints.
    - Works with the bookkeeper to ensure all transactions are recorded and completed in a timely manner.
    - Reviews and approves all payments prepared by bookkeeper on a bi-weekly basis including reconciling back up records to ensure accuracy and authenticity.
    - Reviews bookkeeping records monthly to ensure accuracy and compliance as required.
    - Ensures an annual year-end process and review of the financial records is completed by an external Chartered Professional Accountant (CPA) certified within the Province.
- Financial Reporting:
    - In coordination with the Executive Director/Operations Manager, manages monthly cash flow report for discussion at monthly board meetings.
    - Presents financial reports to the board and other stakeholders including income and expenses, assets and liabilities, and other financial performance indicators on an as needed basis and at least quarterly.
    - Prepares and presents the Association's financial report at the Annual General Meeting (AGM).
- Internal Controls:
    - Maintains (and/or establishes) proper internal controls to safeguard the organization's assets and prevent fraud or misuse of funds.
- Compliance:
    - Endeavour to ensure financial records and reports are completed in a manner that is consistent with legal requirements and obligations including but not limited to the BC Societies Act, CRA regulations, accounting best-practices, and any other financial requirements or obligations.

- Banking:
    - Manages the organization's bank accounts and is involved in decision-making related to investments and/or other banking functions as necessary.
    - The treasurer is an authorized signatory on the organization's bank accounts.

- Fundraising and grant management:
    - In some cases, the treasurer may be involved in assisting in the application, management, and reporting for grants, sponsorships, donations etc specifically with respect to creating financial reports and providing financial information as required.

- Strategic Financial Planning:
    - The treasurer collaborates with other board members and the Executive Director/Operations Manager to develop long-term financial strategies that align with the association's mission and goals.

- The Treasurer is a member of the Governance Committee by default and shall participate in the development and continued review of the Association's policies and procedures.

Qualifications

- A strong commitment to the mission and values of FVMBA.
- Background in accounting, finance, or business (CPA or similar experience is a plus).
- Previous Board or senior leadership experience is an asset.
- Understanding of non-profit financial management.
- Strong integrity, attention to detail, and communication skills.
- Capacity to commit the time and energy necessary to fulfill Board duties.

Time Commitment

- Approx. 8-10 hours/month (board and committee meetings, preparation)
- Term: Typically 2 years (renewable)

How to Apply

- Please send a brief statement of interest to: info@fvmba.com.
- Applications will be reviewed on a rolling basis until the seat is filled.