

## Call for Applications:

### Treasurer, Pride at Work Canada Board of Directors

**Role:** Treasurer, Board of Directors

**Number of Positions Open:** 1

**Application Deadline:** January 14, 2019

**Application Instructions:** Please carefully review the role description and send your resume and cover letter to [jobs@prideatworkcanada.ca](mailto:jobs@prideatworkcanada.ca)

#### Timing

Board roles are elected by our membership at the annual AGM, which is to be held on January 28, 2019. Directors are elected to a term of two (2) years.

#### Organization

Founded in 2008, Pride at Work Canada is a Canadian not-for-profit organization promoting LGBTQ2+ inclusive workplaces. We currently leading Canadian employers who share our vision of a nation where every individual can achieve their full potential at work regardless of gender expression, gender identity and sexual orientation.

For more information, please visit <http://prideatwork.ca>.

#### Board Structure and Function

Members of Pride at Work Canada's Board of Directors are volunteers elected by our Regional and National Partners. The role of the Board is to govern the organization, oversee its activities, participate at events and contribute to the ongoing development and maintenance of the organization's strategy.

The Treasurer of the Board of Directors of Pride at Work Canada is a key role in providing governance, oversight and strategic direction to the organization.

## **Role Description**

### Expectations of all Pride at Work Canada Board Members

Anticipated contribution of 5-10 hours per month, including:

- Attend and actively participate in monthly board meetings
- Attend special meetings of the board as required
- Participate in local events
- Be an advocate for Pride at Work Canada
- Be an active role model for diversity and inclusion in your workplace and professional networks
- Help build strategic partnerships and assist with business development

### Expectations specific to the Treasurer Role

- Financial management, oversight and reporting
  - Review monthly financial reports
  - Sign cheques
  - Present monthly financial report to Board of Directors
  - Provide guidance/oversight to PAWC staff and bookkeeper on finance, banking, recordkeeping or other financial matters.
  - Consultation on financial policies and procedures
- Budgets
  - Lead the annual budgeting process
- Annual Audit
  - Provide support and guidance during the annual audit
  - Review audited financial statements

### **Qualifications:**

- Previous experience on a Board preferred
- CPA or equivalent designation (Note that all accounting designations have merged, CA, CMA, and CGA are now CPA)
- Demonstrated professional leadership experience

Pride at Work Canada/Fierté au travail Canada  
info@prideatwork.ca  
416-309-8410



## **Application Instructions**

Please submit a cover letter, resume and any support materials in PDF format via email to [jobs@prideatwork.ca](mailto:jobs@prideatwork.ca) no later than January 14, 2019.

Candidates who identify as LGBTQ2+ or are otherwise marginalized on the grounds of gender expression, gender identity and/or sexual orientation are strongly encouraged to apply, as are those with lived experience as a member of any marginalized community. If you require an accommodation due to disability to participate in the recruitment and selection process, please advise at any point and we will work with you to meet your needs.