



Seeking a Volunteer Treasurer to join our Board of Directors

Knowles Centre is a not-for-profit organization that has been part of the Winnipeg community since 1907. We provide long-term treatment services and skill-based programs for more than 225 young people and their families each year. Many have histories of trauma, abuse, neglect, or come from families that have been challenged by intergenerational trauma. At Knowles Centre they receive the help they need to heal their hearts, minds and souls, and find a path to a better future.

Currently, we are seeking a volunteer treasurer to join our dynamic volunteer Board of Directors. The treasurer will work with our Director of Finance and Administration and the board finance committee to provide high-level oversight of the financial assets of Knowles Centre.

Indigenous candidates and residents of the northeast Winnipeg community are especially encouraged to apply.

Position Description:

Duties & Responsibilities of Treasurer:

As a member of the Board of Directors, the treasurer will:

- Perform all duties in keeping with the by-laws of the organization, internal policies, and relevant Provincial legislation and regulations
- Provide financial overview
- Work with the Director of Finance & Operations to co-chair the Finance Committee
- Serve as a member of the Executive and Finance Committees
- Work with CEO, and complete performance review of CEO
- Review and approve policy
- Contribute professional knowledge to program review and agency development
- Support agency in quadrennial COA accreditation process

Skills

- Knowledge of Quickbooks, budgeting, analysis and financial reporting skills
- Knowledge of relevant laws regulations and guidelines to ensure compliance and identify risks
- Investment knowledge and strategies an asset
- Ideal candidate will have their CPA designation

Expectations

- Participate in monthly meetings of the full Board of Directors (held Oct. through Nov. and Jan. through June).

- Attend the annual general meeting (held in September)
- Committee members may meet as required, in person or virtually
- Represent the agency, as required, in meetings with stakeholders such as the Province of Manitoba, River East Transcona School Division, and the United Way of Winnipeg
- Support all fundraising efforts of the agency at a level commensurate with the role, but within the means of the individual board member.

Orientation & Training

- An orientation session regarding Knowles Centre and its programs, services and governance is provided to incoming members of the Board of Directors by the CEO.
- Board members may attend staff development sessions hosted by Knowles Centre, regarding issues in family and youth development, treatment, cultural awareness, etc.
- Board members may receive financial support from the agency to attend professional development training related to board or agency concerns provided by external organizations in the community.

Term

- Members of the Board of Directors are elected for a one-year term (July 1 – June 30) and may be re-elected. There is no defined limit for re-election.

Benefits

- Opportunity to contribute to the operations of a respected community-based organization and work with a dedicated team of volunteers
- This is a volunteer opportunity. Members of the Board of Directors receive no remuneration for their contributions.
- Eligible expenses incurred while performing board duties will be reimbursed.
- Opportunity to learn about the role of a board member with a non-profit

Information on our application process is on our website at www.knowlescentre.org/board_of_directors.