

Working together for an Alberta free from sexual violence.

Volunteer Opportunity

Board of Directors – Treasurer

3 – 5 hours/month | 2 Year Term

The [Association of Alberta Sexual Assault Services \(AASAS\)](#) is seeking a passionate and experienced individual to fill the position of Treasurer on our Board of Directors.

Organizational Overview

AASAS is a membership-based network of sexual assault services in Alberta whose many voices unite for one purpose – to end sexual violence in our province. Through consultation, collaboration and partnerships, AASAS champions safe communities, organizations and households free from sexual violence. Our collaborative approach supports a strong and unified sector that meets the unique needs of survivors in ways that help people and families heal and recover. Reflecting perspectives of people from across Alberta, urban and rural, finding common ground, and uniting on the biggest issues and opportunities within the sector, we mobilize and amplify the voices of the millions of Albertans who care deeply about this issue.

Board of Director Duties and Responsibilities

Board Members play a crucial role in providing strategic leadership, clear direction, and ensuring ethical and prudent governance. As a member of the Board, you will actively contribute to the organization's vision and mission, participating in decision-making processes and providing oversight to achieve organizational goals. Including:

- **Strategic Leadership:** develop and oversee the implementation of a viable strategic plan in order to achieve AASAS's vision, mission, and expected outcomes.
- **Organizational Oversight:** ensure that the proper controls and accountabilities are in place for the effective management of AASAS by monitoring the systems established by the Co-Chief Executive Officers in areas delegated by the Board.
- **Co-CEO Selection and Evaluation:** support, monitor, and evaluate the performance of AASAS's Co-CEOs.
- **Legal Oversight and Risk Management:** ensure compliance with relevant legislation and organizational bylaws and participate in risk management practices.
- **External Linkages:** raise public awareness about AASAS and the impact of specialized Sexual Assault Services.

- **Complaints and Grievances Resolution:** participate in resolving complaints and formal grievances following established procedures.

Specific Treasurer Duties and Responsibilities

The Treasurer will offer guidance to the Co-CEOs in ensuring good fiscal planning, decision-making and oversight at a governance level. The Treasurers principle duties are to:

- Assist in the preparation of the annual budget and its presentation to the Board for review.
- Ensure that the appropriate monthly or quarterly financial statements are reviewed by the Board.
- Ensure that the Board regularly monitors the organization’s financial performance and alerts it to any important discrepancies between planned and actual figures.
- Ensure that the organization maintains the appropriate financial books and records and that these are accurate and up-to-date.
- Ensure that government tax filings and remittances are submitted on a timely basis.
- Ensure that payroll and other liabilities are settled in a timely manner.
- Ensure that excess funds and reserves are properly held and invested.
- Verify that donations are handled appropriately and that grants and service delivery contracts are accounted for in accordance with the requirements of funders.
- Assist with the annual audit. Meet with the external auditor to identify any financial control and record-keeping problems or deficiencies and oversee action by the Co-CEOs and Financial Controller to address them.
- Recommend to the Board the need for a review or renewal of the auditing services provided.
- Assist the Co-CEOs and Board Chair with the development of the annual report.
- Present or co-present the organization’s financial report and recommends appointment or reappointment of auditor at the Annual General Meeting.
- Oversee the development of high-level financial policies and their review by the Board.
- Help, along with the Co-CEOs, to keep the board informed of important financial events, trends, and issues relevant to the organization.

Qualifications and Experience

- Commitment to the vision, mission, and values of AASAS.
- Knowledge of nonprofit governance. Previous experience on a Board of Directors an asset.
- Professional accounting designation required.
- An understanding of, and experience with, good financial management and reporting practices for a small to medium-sized non-profit organization.
- An appreciation for the kind and level of financial information needed at a Board level to support decision making.
- An ability to commit the time required to fulfill the responsibilities described.
- Knowledge and understanding of sexual violence and its impact on individuals, families and communities.
- Willingness to work within anti-racist and anti-oppressive frameworks and actively engage in ongoing learning about these frameworks.

Time Commitment

The AASAS Board of Directors meets approximately eight times a year:

- Regular Board Meetings are held every other month on Zoom from 5:30pm – 7:00pm.
- In-person Board Meetings are held two Saturdays a year typically in Edmonton or Calgary. AASAS covers all travel expenses.

The Treasurer is also the Chair of the Audit & Finance Committee which meets monthly for 30-60 minutes on Zoom.

Term: two years with the possibility for renewal.

How to Apply

Please send a resume and cover letter expressing your interest in serving as a Board Member to Haley Scott at mailbox@asas.ca.

AASAS is committed to equity, inclusion and belonging and strives to ensure that our Board of Directors reflects the diversity of Albertans impacted by sexual violence. In accordance with our racial equity organizational change objectives and the current compositional needs of our Board, we particularly encourage applications from individuals who self-identify as Black, racialized, or Indigenous (First Nations, Metis, or Inuit). We invite (but do not require) members of these groups to self-identify as such in their cover letters.

AASAS is also committed to ensuring that our Board of Directors includes regional representation and we encourage applicants from communities all across the province to apply.

Application Deadline: the application deadline has been extended. Applications will be considered until a suitable candidate has been found.

Interviews will take place as soon as possible. We will make every effort to accommodate candidates' schedules and needs in all parts of the interview process.

Ideal Start Date: May 15, 2024