VOLUNTEER OPPORTUNITY: BOARD TREASURER

The Student Christian Movement of Canada (SCM) is a progressive student movement on university campuses engaged in faith and social justice. Since 1921, students have led the SCM in exploring and challenging the Christian tradition and its meaning in society and culture. With members from all Christian denominations and places of spiritual seeking, SCM seeks to build communities where friendship, critical thinking and political action can flourish. The SCM strives to practice anti-oppression principles – queer affirming, anti-racist, and decolonizing - and to create an environment where all are welcomed and empowered.

The Board of Directors of SCM Canada, which supports the organization's work, is currently seeking to fill a vacancy for the position of treasurer. If you have finance knowledge and expertise and are seeking a meaningful, flexible volunteer commitment, and are passionate about faith, social justice, and empowering young people, this might be a wonderful opportunity for you!

Ideal Qualifications

- Commitment to the organization's mission and strategic directions, including our commitment to an anti-oppressive framework.
- An understanding of, and experience with, good financial management and reporting practices.
- Experience with the SCM (in any country) and/or World Student Christian Federation (WSCF) is great but not required.

Responsibilities

Oversee the financial matters of the charity

- Work with the Office Administrator and review/present financial statements on a monthly basis and oversee bookkeeping.
- Assist/Oversee the development and presentation of the organization's annual budget.
- Ensure proper financial record-keeping, process, and procedure is being maintained, including assisting/overseeing the development and implementation of financial, reserves, and investment policies.
- Verify donations are being handled appropriately and that grants and other contracts are accounted for in accordance with the requirements of funders.
- Act as a counter-signatory on, or provide approval for, charity cheques and applications for funds – location dependent. This may include providing advice and insight on purchasing decisions.

Oversee and ensure CRA compliance

- Oversee and ensure accurate and timely filing of the organization's T3010, payroll remittances, and other government filings.
- Ensure all required financial records are available to support CRA reporting expectations and ensure that the organization is kept in good financial standing with the CRA.

- Be aware of CRA policies/regulatory requirements with respect to financial compliance and be able to navigate any areas of confusion over financial issues related to CRA expectations and requirements.

Board and committee leadership

- Attend and engage in board meetings, including annual AGM.
- Board meetings occur once a month (sometimes less frequent), typically occur on weekday afternoons or evenings, and typically last approximately an hour.
- Liaise with the National Coordinator and Office Administrator, as necessary to provide adequate oversight of Treasurer duties.
- Assist with strategic planning in regard to the organization's financial viability, sustainability, and risk management.

Other Relevant Details

•We are seeking someone to sign on for an expected (renewable) two-year term
•Meetings are held remotely - you can be from anywhere in Canada
•Time commitment is roughly five hours per month
•This is a volunteer position

TO INDICATE INTEREST: Please send a note describing your interest and qualifications for the role to board@scmcanada.org AND info@scmcanada.org. Resume/CV optional.