

ONTARIO DEAF FOUNDATION

POSITION TITLE

Treasurer

ROLE SUMMARY

- ◆ Oversee the financial management of the Foundation in accordance with its governing document and legal requirements
- ◆ Ensure that effective financial measures, controls, and procedures are put in place and adhered to in accordance with sound governance practices
- ◆ Report on the current financial position and health of the Foundation at each board meeting and ensure that the report is captured in the meeting minutes
- ◆ Maintain a good working relationship with the Foundation's bank and investment portfolio manager (IPM)
- ◆ Ensure that the Foundation's financial assets are efficiently utilized in a long-term strategical approach to achieve the Foundation's charitable objects
- ◆ Maintain a long-term view of the Foundation's financial stability and ensure that the Foundation's ongoing and new activities follow prudent risk management practices at all times
- ◆ Fulfil the general responsibilities of a Director

SPECIFIC EXPECTATIONS

- ◆ Ensure that proper accounts and records are kept in accordance with the Foundation's policies, good governance practices, legal, and CRA regulatory requirements
- ◆ Ensure that excess funds and reserves are properly held and invested in accordance of the Foundation's policies and procedures
- ◆ Ensure that the Foundation's administration costs and overhead are efficiently and effectively managed
- ◆ Ensure that donations are appropriately recorded, allocated, and accounted for in accordance with the Foundation's charitable objects
- ◆ Provide advice, suggestions, and recommendations on fundraising strategy and fundraising initiatives
- ◆ Produce financial reports that are clear, accurate and timely for review by the board
- ◆ Act as a counter-signatory
- ◆ Meet with the audit committee or auditor to answer questions and address any financial control and record keeping deficiencies that the audit committee may identify

KEY KNOWLEDGE AND SKILLS

- ◆ Knowledge of accounting, budgeting, and finance, and investment management practices
- ◆ Numerical aptitude
- ◆ Integrity
- ◆ Effective communication and presentation skills
- ◆ Attention to detail
- ◆ Strong interpersonal skills
- ◆ Creative problem-solving skills
- ◆ Teamwork
- ◆ Consistent delivery of tasks accomplished on time