



**St. Albert Family  
Resource Centre**  
GROWING STRONG TOGETHER

## **VOLUNTEER TREASURER BOARD MEMBER**

### **Who we are**

St. Albert Family Resource Centre (FRC) is a thriving and vital non-profit family resource centre serving families in St. Albert and the surrounding communities since 1982. We provide a variety of educational courses and workshops, as well as one-on-one support services for families with growing children.

### **About the Position**

St. Albert Family Resource Centre is looking for a Chartered Professional Accountant to join our volunteer Board of Directors as Treasurer starting as soon as possible to perform the roles and responsibilities outlined below. We are particularly interested in recruiting a CPA with the expertise to assist us in maintaining the financial systems that our outgoing Board Treasurer has implemented.

### **Time Commitment**

The Treasurer position is a 2-year term with an approximate time commitment of 5 hours per month. The Board meets monthly or a minimum of 6 times per year as per the Centre's by-laws.

### **Roles and Responsibilities**

The Board Treasurer will:

- Sit as a member of the Board of Directors, attend board and committee meetings, and regularly report to the board on any key financial events, trends, concerns, and assessment of fiscal health
- Manage the finances of the society, including the board's review and action related to financial responsibilities
- Administer fiscal matters of the organization
- Develop and oversee the society's financial policies and procedures
- Provide annual budget to the Board of Directors for members' approval as well as other appropriate financial reports
- Ensure that an audited statement of the financial position of the CENTRE is prepared and presented to the Members at the Annual General Meeting
- Performs other duties assigned by the Board

### **For more information please contact:**

Shelley Passek, Executive Director  
ed@stalbertfrc.ca  
780-459-7377 Ext. 223