**Job Title: Board Member Executive - Treasurer**

**Job Type: Unpaid Board Positions**

**Deadline for Applications: September 8th, 2018**

**ACT Alberta is a provincial organization with offices in Edmonton and Calgary. Founded in 2008, the organization has all of the key building blocks in place and is a grounded, vibrant organization with strong stakeholder relationships to address human trafficking in Alberta while supporting victims of human trafficking. For more visit:** <http://www.actalberta.org/>

****We are recruiting a** Board Member from the greater Edmonton area with skill sets in finance, accounting, and governance to fill the Treasurer role on our executive. Awareness of human trafficking is an asset, but, not required.**

Serving on the Board of Directors offers community-minded volunteers an opportunity to learn about this critical issue and to support the work of the organization.

**Length of Term:**One year, renewable

**Expectations:**

**The Board of Directors meet bi-monthly. These meetings are generally facilitated through telecommunications, but at least once per year the Board meets in person. In addition, the Treasurer is expected to take part in finance related committee work and complete the fiduciary responsibilities in finance for the Board. This can be a total of 6-15 hours per month, depending upon the finance work.**

**How to Apply**: Please send a cover letter which outlines your interest, experience and skills, along with a resume or CV, and two references. Make your submission to ACT Alberta’s Board President, Rohadi Nagassar by email to: board@actalberta.org. Successful applicants will have a brief interview with a Board member and the Executive Director. Any supporting documents will be provided to candidates before the interview.