



BOARD MEMBER & TREASURER JOB DESCRIPTION

ABOUTFACE BOARD OF DIRECTORS

TREASURER ROLE: The treasurer will oversee the financial matters of the charity in line with best practice and in line with legal requirements. They are responsible for:

- Liaising regularly with management on financial matters;
- Ensuring effective financial measures, controls, and procedures are in place for the organization;
- Reporting to the Board at regularly scheduled meetings regarding the financial health of the organization;
- Sitting on and participating in the Executive Committee of AboutFace; and
- Ensuring the financial component of the T3010B Information Return are completed in an accurate and timely manner.

MISSION: To promote and enhance the emotional and mental well-being of individuals with facial differences and their families through social and peer support, information, educational programs, and public awareness.

RESPONSIBILITIES: A Board Member is fully informed on organizational matters and participates in the Board's deliberations and decisions in matters of policy, finance, programs, marketing and communications, personnel, and advocacy. S/he must:

- Review and approve all policy and other recommendations received from the Board, its standing committees and senior management;
- Monitor the implementation and effectiveness of all Board policies;
- Review the by-laws, policies, code of governance and recommend changes and/or amendments to the documents as required;
- Review the Board's structure, approve changes, and prepare necessary by-law amendments;
- Participate in the development of organizational plan and annual review;
- Approve the organization's annual budget;
- Support and participate in evaluating the Executive Director;
- Assist in developing and maintaining positive relations among the Board, committees, staff, and community to enhance AboutFace's mission.

QUALIFICATIONS AND SKILLS: The Candidate must have one or more of the following:

1. Experience in the field related to the organization's mission and vision, either from a personal or professional level.
2. Experience in financial oversight, management and planning.
3. Experience and interest in strategic planning and organizational development.

TERMS OF REFERENCE: Board Members are elected by the membership at the Annual General Meeting (usually held in June) to serve for a three-year (3) term. The Treasurer is a member of the Executive Committee. Executive Officers are given a three-year term and will be granted an addition term renewal following their service on the Executive Committee.

TIME AND FINANCIAL COMMITMENT: Board members are expected to:

- Attend a minimum of three of the four Board Meetings annually;
- Participate in the annual Board planning meeting as set by the Chair;
- Attend and/or support organizational events;
- Participate in at least one of the standing committees of the Board or Special Project Committees;
- Contribute financially to AboutFace on an annual basis, at a level which is comfortable to them.