



## **JOB DESCRIPTION**

### **VOLUNTEER TREASURER**

#### **POSITION DESCRIPTION:**

The Dunbar Community Centre is operated jointly by the Vancouver Park Board and the Dunbar Community Centre Association (DCCA), a volunteer-managed, non-profit society and registered charity, whose vision is to represent and advocate for the recreational, social, and educational interests of our community.

At this time, we are looking for a Treasurer to work with our Finance Committee, bookkeeper and administrator.

The DCCA board members are elected at the Annual General Meeting in April. Our goal is to have a board that is representative of the Dunbar community and comprised of members who possess a variety of skills. Current members have backgrounds in business, finance, law, marketing, communications, engineering, and education.

The DCCA is looking for enthusiastic volunteers to join the board of directors or to sit as community members on board committees. Our Board is comprised of community members who are dedicated to enhancing and improving the quality of life in the Dunbar community, continuing a 40-year tradition of volunteering to help our neighbours.

To do this, the board works with Vancouver Park Board staff to provide programs and education that focus on health, wellness, arts, culture, and recreation as well as entertainment and special events. The board is committed to ensuring that the Dunbar Community Centre is a welcoming, safe environment for everyone that promotes community connection, engagement, and volunteerism. We are working constantly to ensure that the Dunbar Community Centre is a cornerstone in our great community today and for future generations. We would love to have you join us in this endeavour.

#### **DELIVERABLES/DUTIES:**

- Management of the Finance Committee and financial matters to do with budgeting and day to day governance
- Attendance at monthly Board meetings and report on key financial events and fiscal governance
- Involvement in other committees
- Participation in community events and day to day management and governance of the Board
- Manage the finances of the society and administer fiscal matters
- Provide an annual budget to the Board of Directors for members' approval as well as other appropriate financial reports
- Help to develop and oversee the society's financial policies and procedures
- Work with Association and PB staff to develop systems for managing the society's finances
- Liaise with our appointed auditors at year end



**QUALIFICATIONS:**

Accounting or finance designation.

**POSITION TYPE:** Ongoing

**BOARD ROLE:** Yes

**NUMBER OF VOLUNTEERS REQUIRED:** 1

**TIME COMMITMENT:**

6 Hours Per Month

**TIME OF DAY:**

Daytime, Evening, Weekdays, Weekend, Virtual