



Volunteer Board Member - Finance Specialist

WARDEN WOODS COMMUNITY CENTRE

Warden Woods Community Centre (WWCC) is a multi-service charity governed by a local Board of Directors and funded by all three levels of government, the United Way and other generous partners. The Centre provides over 50 programs and services to over 6000 clients annually out of our main Centre and several satellite locations.

Our community centre seeks a dedicated volunteer with a strong finance background to join our board of directors. As a key member of our governance team, you'll help guide our organization's financial strategy and oversight.

Key Responsibilities:

- Attend board meetings (8 per year minimum) and attend ad hoc board meetings as required.
- Serve on the finance committee
- Review financial reports and budgets
- Provide financial expertise and guidance
- Contribute to strategic planning and decision-making

QUALIFICATIONS

The ideal candidate will demonstrate the following knowledge, experience, skills, and attributes:

- Professional experience in finance, accounting, or related field
- Commitment to our mission of community service
- Ability to volunteer approximately 4-8 hours per month
- Strong communication and teamwork skills

This is an excellent opportunity to use your financial skills to make a meaningful impact in your community. If interested, please send your resume along with an expression of interest statement or cover letter to governance@wardenwoods.com

Scope of work for the Finance Committee

Ensure that accurate and complete financial records are maintained

- Monitor income and expenditures against projections
- Review and recommend financial policies to the board, including ensuring adequate internal controls and maintaining financial records in accordance with standard accounting practices
- Review annual and interim audits by external auditors

Ensure that accurate, timely, and meaningful financial statements are prepared and presented to the board

- Present monthly financial statements to the board

Oversee budget preparation and financial planning

- Propose for board approval a budget that reflects the organization's goals and board policies
- Ensure that the budget accurately reflects the needs, expenses, and revenue of the organization

Safeguard the organization's assets

- Review proposed new funding for ongoing financial implications, recommending approval or disapproval to the board
- Review proposed financial policies presented by the organization's management
- Ensure that the organization has the proper risk-management provisions in place

Help the full board understand the organization's financial affairs

- Ensure that the board as a whole is well informed about the organization's finances
- Educate the board about financial matters

Ensure compliance with federal, provincial, and other requirements related to the organization's finances

- Ensure that organization maintains adequate insurance coverage
- Ensure that the CRA T3010, GST/HST return, and employment and other taxes required by government are filed completely, correctly, and on time