

Opportunity to serve as Treasurer with the Anglican Diocese of Toronto Foundation (volunteer position)

Position

The Anglican Diocese of Toronto Foundation is looking for a new Treasurer, based in the Greater Toronto Area, to serve on its volunteer Board of Directors for at least a 3-year term. (click here to download the job description).

Background

Incorporated in 1999, the Anglican Diocese of Toronto Foundation, exists to provide financial support for the Diocese of Toronto or any parish of the Diocese. It is an important charitable arm of the Diocese of Toronto tasked with securing endowment assets for the Episcopacy, FaithWorks, diocesan parishes, and the wider needs of the church community. The Foundation currently oversees approximately \$14M of funds on behalf of the Diocese of Toronto.

The Foundation is governed by a Board of Directors comprised of clergy and lay people from the diocese. Terms of office are for three years with the possible extension for an additional term. The Board and Finance committee will meet quarterly. Finance has the double role of Audit and Investment oversight. Assets are invested with two fund managers.

The Treasurer role

As Treasurer, we will look for you to provide leadership and direction on both our financial and wider objectives. Specifically, we would look for you to:

- Bring objectivity and an independent view to our discussions
- Work with the Finance Committee and the Assistant Treasurer to develop and implement financial, reserves and investment policies for recommendation to the Board to ensure the financial integrity and sustainability of the organization.
- The Treasurer will ensure that effective financial measures, controls and procedures are put in place, and are appropriate for the charity.

Time Commitment

The minimum commitment is to participate in eight meetings each year: four meetings each with the Board and Finance Committee. Additional preparation outside of regular meetings would be required. In addition, he/she would be required to meet with our Assistant Treasurer (staff support) and Board Chair when required; this may be at the Treasurer's convenience by phone or at the Foundation office.

Expression of Interest – May 25, 2018

Those interested to serve as Treasurer should send a letter of interest and a CV to Kathy Rogers, at: kr Rogers@toronto.anglican.ca.

BOARD TREASURER JOB DESCRIPTION

The Bylaws of The Anglican Diocese of Toronto provide:

SECTION [#46] TREASURER. The Treasurer shall have the custody of the funds and securities of the Corporation, and shall render to the Board of Directors, from time to time as may be required, an account of the financial condition of the Corporation, shall deliver an annual report at the annual meeting, and shall perform all other duties properly required of the Treasurer by the Board of Directors.

The Treasurer is elected by the Board of Directors of the Anglican Diocese of Toronto to hold office for a three-year term, or until a successor is elected and qualified, and is eligible for re-election for one additional consecutive three-year term.

REQUIREMENTS:

- Proven experience as a treasurer or in a relevant financial role.
- Understanding of financial practices and compliance requirements for charitable organizations.
- Financial knowledge of the organization.
- Personal commitment to devote the time necessary to perform the responsibilities of Treasurer.

RESPONSIBILITIES:

- Serves as Chair of the Finance Committee.
- Manages, with the Finance Committee, the Board's review of, and action related to, the Board's financial responsibilities.
- Works with the Assistant Secretary and Assistant Treasurer to ensure that appropriate financial reports are made available to the Board on a timely basis.
- Assists the Assistant Secretary and Assistant Treasurer in preparing the annual budget, and presenting the budget to the Board for approval.
- Works with the Finance Committee and the Assistant Treasurer to develop and implement financial, reserves and investment policies for recommendation to the Board to ensure the financial integrity and sustainability of the organization.
- Works with the Finance Committee and the Assistant Treasurer to develop long-term financial strategies.
- The treasurer will ensure that effective financial measures, controls and procedures are put in place, and are appropriate for the charity.
- Ensures any recommendations of the auditors are implemented.
- Keeps current on legal, regulatory and sector developments relating to the Board's financial responsibilities.