



### **Volunteer Opportunity Title:** Treasurer, Board of Directors

#### **Organizational Impact:**

- To uphold the Chapter's mission; "to improve the quality of life for those affected by hemophilia and other inherited bleeding disorders through support, service, research, education and advocacy".

#### **Position Summary:**

The Treasurer shall have general charge of the Chapter's finances.

#### **Responsibilities and Duties:**

- Is a member of the Executive Committee
- Provides financial advice to the President and Chapter Board
- Presents quarterly financial statement at Board meetings
- Presents the year-end financial report to the Board as soon as possible at the close of the fiscal year.
- Chairs the Finance and Administration Committee
- Maintains proper books of account in accordance with requirements for charitable organizations and retains all receipts and records of disbursements made on behalf of the Chapter
- Presents year-end financial report at the Annual General Meeting
- Has signing authority

**Preferred Skills / qualifications / experience:** Preference will be given to members with previous Chapter Board experience and bookkeeping experience; current or previous. Must be a member or sustaining member in good standing, keeping in mind no two members of the same family may be on the Chapter Executive at the same time.

**Skills Gained:** Charitable bookkeeping and management, fundraising, CRA regulations, Robert's Rules of Order

**Training / Support:** Support of the Chapter President, Chapter Executive, Chapter Executive Director

#### **Additional Checks:**

**Time Commitment:** From Annual General Meeting Election to next Annual General Meeting (approx. 12 months) 4 - 5 meetings a year (2 hours each) as well the Annual General Meeting and Executive Meetings as required as required, an approximate 70 hours a year or 5 to 6 hours a month.

**Start / End Dates:** AGM to AGM

**Number of Positions:** 1

**Opportunity Location:** Board meetings are held virtually and occasionally in public venues, work from home and via internet.

**How to Apply:** Nomination form must be completed and returned to the Nomination Committee.



# Canadian Hemophilia Society

## Manitoba Chapter



Nomination forms are distributed to members 30 days in advance of the Annual General Meeting.

**Contact Name:** Cory Prestayko

**Title/Role in Program:** Chair of Nomination Committee

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