



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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