



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 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 each month's financial statement at Board meetings
- 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, Roberston 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). Attends Board Meetings (4 - 5 a year) the Annual General Meeting as well as meetings of the Executive as required (meeting by email or in person as required). On average, it will be 2 hours a month plus the 5 meetings listed.

Start / End Dates: Annual General Meeting April 2019

Start / End Time: Annual General Meeting April 2020

Number of Positions: 1

Opportunity Location: Meetings held in public venues, work from home and via internet

How to Apply: Nomination form must be completed and returned to the Nomination Committee. Nomination forms are distributed to members 30 days in advance of the Annual General Meeting.



Canadian Hemophilia Society

Manitoba Chapter



Contact Name: John Rogasky

Title/Role in Program: Chair of Nomination Committee

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