



Treasurer- Board Member

Our mission is to provide active listening and emotional support so individuals in the community do not have to suffer in silence.

We require a **Treasurer** on our **Board of Directors** to ensure our financials are in order so we can continue to provide our service to the community.

Duties & Responsibilities

- ❖ Is a member of the board
- ❖ Manages finances for Telecare Cambridge
- ❖ Administers fiscal matters for Telecare Cambridge
- ❖ Provides accurate annual budget for board approval
- ❖ Ensures development and board review of financial policies and procedures
- ❖ Shared authority over fiscal matters for Telecare Cambridge with approval from the board of directors

Training

- ❖ One half day orientation to Telecare Cambridge to obtain an understanding of our service and operations
- ❖ Continual education opportunities and support from the Chairman and Executive Director

Qualifications

- ❖ 3-5 years experience in accounting or diploma/degree in accounting/finance
- ❖ Good interpersonal and communication skills
- ❖ Able to work in a team and independently – self starter
- ❖ Honest, ethical and reliable
- ❖ Bondable



Term of Assignment

- ❖ One year term with opportunity to continue in the Treasurer position for a maximum of no more than 3 years (there is an opportunity to rotate into other board positions)
- ❖ Attend regular monthly board meetings (45 minutes to an hour per meeting) and other board related events or functions
- ❖ Minimum hours outside of meeting obligations: 1 hour per week

Benefits

- ❖ Directors insurance
- ❖ Continual opportunities for learning through Telecare Cambridge and association partnerships
- ❖ Volunteer appreciation functions – social potlucks, awards and community recognition
- ❖ Opportunities move into other positions within Telecare Cambridge
- ❖ Reference provided at end of term
- ❖ Opportunity to partake in revitalizing an organization through strategic planning

How to apply

- ❖ Visit our website at www.telecarecambridge.com and go to the volunteer link then click on the on line application or fill out the PDF form and mail it in

Telecare Cambridge Distress Centre

www.telecarecambridge.com

519-658-6805