

VEITH HOUSE TREASURER

Name:	Reporting To: Veith House Chair
Department: Veith House Board	Position Type: Volunteer, Board Member

DESCRIPTION:

Veith House is a neighbourhood hub that has been serving the North End of Halifax for the last 50 years. Through our children's programming, our Social Work Services, Newcomer programs and Urban Farm, we work to empower and connect community members in the North End and beyond. The Veith House Board supports the work of Veith House's small staff, guiding the strategic direction of the organisation.

You can learn more about our programs and history here: www.veithhouse.com

To apply please email: info@veithhouse.ns.ca

RESPONSIBILITIES:

All Board members are expected to:

- Attend bi-monthly meetings in person or by zoom
- Attend Veith House's Annual General Meeting
- Actively advise and support the organization in areas related to their expertise and experience
- Participate in subcommittees
- Treat information relating to the organization with confidentiality
- Act with honesty, integrity and openness in advancing the interests of Veith House
- Comply with the organization's policies

Qualifications of Treasurer:

- Commitment to the organization's mission and strategic directions
- Understanding of, and experience with, good financial management and reporting practices
- Understanding of the kind of financial information needed at a board level to support decision making
- Understanding of the duties of organizations constituted under the Societies Act in relation to signing of cheques, approvals and filings of financial statements
- Ability to appreciate the organization's financial arrangements and obligations under any grants received.
- Ability to commit 4-6 hours monthly to fulfil duties as described below

Duties of the Treasurer:

- Oversee, advise, monitor and report on the financial position of the organization

- Work with the Veith House Finance and Office Administrator to prepare/ensure competent preparation of the organization's annual audited financial report and present the financial report at the Annual General Meeting
- Assist in preparation of annual budget
- Organize and Chair Audit Committee
- Ensure that the organization maintains the appropriate financial records and that these are accurate and up-to-date
- Ensure that government remittances are submitted on a timely basis
- Ensure that payroll and other liabilities are settled in a timely manner
- Ensure that the board regularly monitors the organization's financial performance and alert it to any important discrepancies between planned and actual figures
- Serve as a co-signer of cheques with at least one another signing officer
- Verify that donations are handled appropriately and that grants are accounted for in accordance with the requirements of funders

COMPENSATION:

This is a volunteer Board position