

## Job Posting (External)

**Position Title:** Board Treasurer  
**Posting Date:** March 17, 2025  
**Closing Date:** March 28, 2025

### Overview:

Chimo Community Services Society (Chimo) is a Richmond-based charitable organization, committed to serving individuals in crisis with compassionate support, absolute respect and dignity. For nearly 50 years, our integrated services, and programs along with our dedicated team of professionals and volunteers have been able to consistently support and assist our clients to find a safe and structured plan out of their crisis.

Chimo is now seeking applications for its volunteer Board of Directors. We welcome applications from individuals who are passionate about Chimo's mission to promote justice and address violence by providing integrated services, education, and transition housing programs to foster empowerment and well-being. We are seeking applicants who are committed to Chimo's purpose and represent the diversity of the community we serve, inclusive of gender identity, ethnicity, age, sexual orientation, disability, and socio-economic backgrounds. Chimo is committed to ensuring that its Board's composition considers a balance of skills, experience, knowledge, perspectives, independence, and characteristics in alignment with the strategic needs of the organization.

We are currently seeking a Board Treasurer. Responsibilities of the Treasurer include:

- Oversee, and present budgets, accounts, management accounts and financial statements to the board of directors.
- Ensure that proper accounts and records are kept, ensuring financial resources are spent and invested in line with the agency's policies, good governance, legal and regulatory requirements.
- Develop and implement financial, reserve and investment policies.
- As needed, act as a counter-signatory on agency cheques and any applications for funds.
- Maintain sound financial management of the agency's resources, ensuring expenditure is in line with the agency's objects.
- Implement and monitor specific financial controls and ensure systems are in place accordingly and adhered to.
- Chair the finance committee in line with standing orders and terms of reference, and report back to the board of directors.

- Advise on the financial implications of the agency's strategic plan.
- Liaise with the agency's Finance Director and Executive Director to ensure that the charity's annual accounts are compliant with the CRA guidelines.
- Liaise with the agency's auditors or other independent examiner, where appropriate.

At this time, previous governance board experience in the not-for-profit sector would be preferred and applicants with previous experience as a Treasurer on a not-for profit board will be prioritized. We encourage interested individuals to apply, and we are particularly interested in meeting with professionals that possess strategic and analytical skills, and the ability to look at the 'big picture'.

### **Mandate:**

The Board of Directors are together responsible for establishing appropriate organizational governance and risk management strategies that ensure the promotion of Chimo's mission, the achievement of its strategic objectives, the protection of its assets, and the sustainable long-term growth and viability of its programs and services. Directors ensure that the affairs of the organization are conducted in accordance with approved policies, by-laws and the principles of good governance.

### **Board Member Responsibilities:**

- Provide strategic direction to Chimo and leverage knowledge, expertise, connections, networks, and resources to develop collective action to fully achieve Chimo's mission and goals.
- Oversee the performance of the Executive Director.
- Ensure the development and execution of a strong strategic plan, providing solid counsel and input to the strategic direction of Chimo.
- Oversee financial and risk management, ensuring the continued financial integrity and sustainability of Chimo.
- Influence, at both the individual and community level, to positively contribute to advancing the reputation and brand of Chimo.
- Review and maintain Chimo's governance and operating policies and procedures.
- Model, support, and promote a culture of high performance, ethical behavior, accountability, transparency, and open communication.

### **Accountability:**

Directors are accountable to the Chair of the Board as well as to each other.

## **Expectations:**

- Eagerly contribute their specific expertise to the Board of Directors.
- Maintain the highest standards of personal honesty, integrity, and loyalty.
- Act solely in the best interest of Chimo, in full compliance with the conflict-of-interest policy.
- Participate in an orientation to fully understand the issues related to Chimo and to become fully knowledgeable about the organization's policies and operations.
- Work cooperatively and respectfully with others in a positive team environment.
- Make the necessary time commitment to fully execute responsibilities.
- Participate as an active member of the Board and Board committees.
- Maintain confidentiality about all internal matters of Chimo.
- Represent the Board and promote Chimo in the community whenever asked.

## **Commitment:**

- Prepare for and attend Board and Committee meetings, actively participating in discussions and decisions as follows:
- Monthly 3-hour meetings of the Board of Directors in Richmond or by videoconference, typically in the early evening of the third Wednesday of each month (except July, August and December),
- Attend a minimum of 7 of the 9 monthly regular Board meetings,
- Attend any Special Board meetings, which are rarely more than once a year,
- Attend an annual half to 1 day retreat (typically on a Saturday),
- Preparation for Board and committee meetings is essential and should be factored into the overall time commitment expected from Board members.
- Participate actively on at least one Board committee, which could involve an additional 2-5 hours per month depending on the committee. Total monthly time commitment averages 8-10 hours.

## **How to apply:**

Please apply with a resume and cover letter which highlights how your experience aligns with the mission of the organization, how your background matches one or more priority areas and why you are interested in becoming a Board Member with Chimo.

Applications can be sent to [Board@chimoservices.com](mailto:Board@chimoservices.com).