



Volunteer Posting: Board of Directors (Treasurer)

We are currently seeking applications from dedicated and aligned people who want to support the rare and sacred place that is the Salt Spring Centre of Yoga (the Centre) and who are interested in joining our Board of Directors.

We are looking for a skilled, invested person to fill the immediate vacant role of Treasurer on the Board of Directors until the upcoming fall AGM (date TBD). Ideally this person would then run for election to continue for a 2-year term to help us navigate through our current status into one of greater stability and prosperity.

Directors are to demonstrate alignment and commitment to the values and mission of the Society as discerned through the Society's nominating process.

Role title: Treasurer

Objectives

The Treasurer is an officer of the Dharma Sara Satsang Society (DSSS) and the Chair of the Finance Committee. The Treasurer will oversee the financial matters of the DSSS in line with good practice and report to the board of directors at regular intervals about the financial health of the organization. The Treasurer will ensure that effective financial measures, controls and procedures are put in place, and are appropriate for the organization.

Duties & responsibilities

Treasurer duties as per the [DSSS Bylaws](#):

- ensures all monies paid to the Society are deposited in a chartered bank, treasury branch or trust company chosen by the Board
- ensures a detailed account of revenues and expenditures is presented to the Board as requested
- ensures a statement of the financial position of the Society is prepared and presented to the Annual General Meeting
- carries out other duties assigned by the Board

In addition, the Treasurer:

- Helps in the launch of, and serves as of, the Chair of the [Finance Committee](#), providing leadership and coordination of work towards the Scope of Work of this committee
- Works with and provides support to the Centre Bookkeeper, including authorizing withdrawals and payments outgoing from DSSS bank accounts
- Manages DSSS bank account signatories



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Qualifications & requirements

In addition to meeting the requirements for being a member of the Board of Directors, as per the 2022 DSSS Bylaws, the Treasurer should have:

- Passion and commitment to the organization's mission and strategic directions
- Ability to understand financial statements
- Ability to present financial reports in a meaningful way to the board
- Experience in creating budgets
- Knowledge of financial policy and procedures for non-profits
- Ability to work cooperatively with other board and committee members and staff
- Excellent communication skills
- Time to dedicate to this professional volunteer opportunity
- Commitment to take on an occasional finance related special project
- Commitment to attend regular Board and Financial Committee meetings
- Must be comfortable in a team environment

Orientation & training

- Read the DSSS bylaws
- Meet with the outgoing Board Treasurer, current President and Vice President, and former Executive Director

Commitment

Approximately 18-20 hours per month for the length of appointment, plus additional specific assignments as needed and agreed upon:

- 2.5 hour monthly public meetings (typically the last Sunday of each month, 3:30-6pm)
- 2 hour weekly interim meetings in 2022 (Wednesdays, 5:30-7:30pm)
- additional time in duties and tasks, including Finance Committee Meetings

More time may be needed initially for onboarding and launching the Finance Committee, after which time may reduce with distributed tasks.

Tenure

- to fill a vacancy until the fall 2022 AGM (date TBD)
- Ideally this person would then run in the election whereas the tenure would be:
 - 2 year term, starting and ending with the Annual General Meeting
 - A maximum of 3 consecutive terms (6 consecutive years)

Challenges

- The DSSS and the Centre are in a time of financial challenge and restructuring to ensure financial sustainability for longevity.



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- Completing work in a timely fashion is critical to keeping the committee's deliverables on track and the work of the DSSS and the Centre moving forward.
- Meetings will take place virtually and may be outside normal work hours (evenings and weekends).
- Meeting attendance is extremely important however it will be understood that due to conflicts meeting absences will occur.

We welcome any interested candidates to forward a cover letter and brief resume by **August 31, 2022** to board@saltspringcentre.com

We thank you in advance for your interest and willingness to support the Centre and the DSSS. Unfortunately, we will not be able to respond to all applications and only short-listed candidates will be contacted.