



Volunteer Posting: Finance Committee Member

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 helping launch and support a working board committee - Finance Committee.

Role title: Finance Committee Member

Objectives

The Finance Committee is a new, standing committee of the Board of Directors for the Dharma Sara Satsang Society (DSSS). The role of the Finance Committee will be primarily to provide financial oversight for the DSSS and the Salt Spring Centre of Yoga (the Centre). Task areas include budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies. Their sole responsibility is to ensure the organization is operating with the financial resources it needs. To help the board fulfill its oversight function, it is important for the Board Treasurer and the Finance Committee to present the information in as clear and concise a manner as possible.

Duties & responsibilities

Works to meet the scope of work of the [Finance Committee](#).

Qualifications & requirements

The Finance Committee Volunteer should have:

- 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

Lines of communication

Reports directly to the Finance Committee Chair/Board Treasurer and works closely with fellow committee members to complete assignments and exchange ideas.



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Orientation & training

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

Time commitment

Approximately 6-10 hours per month for the length of appointment plus additional specific assignments as needed and agreed upon. More time may be needed initially for onboarding and launching the Finance Committee.

Tenure

- 2 year term

Challenges

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