



CANADIAN  
UNITARIAN  
COUNCIL

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## Role and Responsibilities of Canadian Unitarian Council Treasurer 2024

The Canadian Unitarian Council (CUC) Board of Trustees is seeking an individual experienced in financial processes to act as Treasurer for the CUC in a volunteer capacity.

### Summary

The Treasurer provides the Board of Directors with information required for sound financial planning, decision-making and oversight, and is responsible for the monitoring of the Canadian Unitarian Council's (CUC) financial data and reporting.

The Treasurer will be an Officer of the Corporation, but not a member of the Board of Trustees.

The Treasurer will work with the CUC's financial team, which consists of the Executive Director, an accountant and administrative staff. The staff are responsible for day-to-day financial transactions, bookkeeping entries and reports.

### General expectations and time commitment

- Be knowledgeable about all the CUC's financial processes, funds and investments
- Review financial statements for accuracy
- Monitor disbursements and interest allocations to funds
- Attend monthly Board meetings to present financial reports and to respond to financial questions from the Board and report on other financial matters as needed e.g. budget, audit. The Board meets online 10 - 11 times a year.
- Participate on the Finance Committee, which meets 10 - 12 times a year
- Estimate of 12 - 15 hours a month

### Responsibilities of Treasurer

Working with Executive Director, staff and Board, the Treasurer will:

- a) Monitor the preparation of monthly and annual financial statements in accordance with Canadian Accounting Standards for Not-for-Profit Organizations ("ASNPO").
- b) Conduct a review of monthly financial transactions and reports provided from the Accountant to ensure accuracy. Submit a monthly summary report to the Board and confirm the review is complete by signing off.
- c) Review, recommend and monitor effective internal controls over financial reporting processes, including controls to prevent and detect fraud.
- d) Be available to answer questions by the external auditor.
- e) Act as a signing authority on behalf of the Board when required for financial matters.



- f) Review, and recommend for approval to the board, the Annual Charity Return (T3010) and other legislated reporting requirements.
- g) Participate as a member of the Finance Committee ([terms of reference here](#)):
  - a. With the input of the Finance Committee, assist the Board in the development of its policies for financial management, including the investment policies.
  - b. Provide advice to the ED in development of the annual budget.
- h) At the Annual General Meeting in May, present:
  - a. The Board’s investment policy decisions and the performance of the investment portfolio over the preceding year.
  - b. CUC’s Audited Financial Statements for the preceding year.
  - c. The current year’s budget and significant variances and the subsequent year’s preliminary budget.
  - d. The Treasurer shall also propose the motion to appoint the Auditor.
- i) Investment management and policy monitoring:
  - a. The Treasurer and ED shall act as the link between the Board and the Portfolio Manager on all matters related to CUC’s investments.
  - b. The Treasurer and the ED have the authority to make decisions regarding the management of the CUC investment account in accordance with the investment policy.
  - c. The Treasurer shall meet with the Portfolio Manager and ED to directly inspect compliance with approved investment policy.

## Reporting

This position reports to the Board of Trustees and works closely with the ED and Finance Committee.

## Preferred Experience and Qualifications

- More than 3 years of experience in a treasurer, financial controller, or accounting discipline.
- Accounting designation desirable
- Familiarity with QuickBooks Online and Google Drive

This position starts on May 25th, 2024 for a one-year term which is renewable upon mutual agreement.

**To express interest or to ask questions, please email [treasurer@cuc.ca](mailto:treasurer@cuc.ca)**