

## Volunteer Board Committee Position

**VOLUNTEER ROLE:** Audit and Finance Committee Member

**REPORTS TO:** Chair of the Audit and Finance Committee

### Overall Purpose:

*Power To Be* is a BC based non-profit organization that provides programming to support youth, families and adults living with a disability or barrier in experiencing inclusive recreational activities while exploring nature and their natural abilities.

The *Power To Be* Board of Directors is currently looking to expand its Audit and Finance Committee membership. Our thoughtful and innovative board and committees help set the tone and strategic direction of the organization. With a wide range of skills and backgrounds our governance leaders are passionate community builders that care deeply about the success of *Power To Be's* team, programs and participants.

This exciting volunteer opportunity provides the successful candidates with a unique experience to bring their individual leadership skills in the areas of investment and real property management into a teamwork environment to help guide and improve the financial processes and controls of a dynamic organization. For individuals wishing to eventually join the *Power to Be* Board of Directors, committee experience is considered an asset.

### Specific Committee Responsibilities:

- Oversight of the annual audit process including review of the annual financial statements and auditor's findings report with appointed auditors.
- Oversight of the annual budgeting process including review and recommended adoption by the Board of all elements and processes followed resulting in the annual operating budget, including alignment with and adequacy of resources to support the strategic plan.
- Review at least quarterly and prior to each board meeting, the actual operational financial results as reported by management in comparison to the budgets and highlight any significant variances for action.
- Review the integrity of the society's internal controls and disclosure processes and Financial Controls policy to ensure currency with best practices and make edits and recommendations for approval as required.
- Develop recommendation to the Board with respect to appropriate investment policies that supports the annual expenditure requirements and long term strategic goals of *Power To Be*.

### Requirements:

As per the Ministry of Justice requirements, volunteer positions with *Power To Be* are contingent on a successful criminal record check.

### Assets:

The ideal candidate enjoys an outdoor lifestyle and has aligning values with *Power To Be*. Previous experience in governance policy or human resources with an understanding of non-profit organizational and funding structures is an asset. Applicants with lived experience of barriers to equity are encouraged to apply, and any voluntary disclosure of personal information will be maintained in confidence.

**Location:** Victoria, BC or Vancouver, BC with occasional travel to Victoria.



**Terms and hours:** This is a two-year volunteer term renewable for a maximum of four terms. The committee meets for 90 minutes at a minimum of four times a year but may meet more often as determined by the Committee Chair. Project work may occur outside of scheduled meetings.

**How to apply:** Review of applicants will begin immediately and interested candidates are encouraged to promptly submit their resume and cover letter to the attention of Lauren McNeil, Treasurer and Chair of the Audit and Finance Committee, at [vicvolunteers@powertobe.ca](mailto:vicvolunteers@powertobe.ca).

