



Treasurer – Board Member Role Description

The Halton Poverty Roundtable (HPRT) is a group of cross-sector (business, people with lived experience of poverty, government, faith, education, community organizations) community leaders who catalyze community resources and stakeholders around innovative solutions to end poverty in Halton.

During a time of significant growth and the recent release of a revitalized strategic plan, the Halton Poverty Roundtable is seeking passionate and dedicated individuals to join the Board of Directors. Candidates living or working in the Halton Region are welcome to apply. The Board meets four times a year, as well as participating in the Annual General Meeting (AGM).

Our Vision: No Neighbour in Need.

Our Mission: Mobilizing community will to eliminate poverty in Halton

Our Values:

- Human dignity and respect for all
- Collaboration & collective responsibility
- Transparency
- Social equity and fiscal fairness

We believe:

1. Poverty is an "Invisible Tax" paid by every Halton resident.
2. The causes of poverty are complex.
3. Poverty cannot be ended by money alone. Commitment and broad community will are also crucial.
4. Eliminating poverty IS POSSIBLE and Halton has the resources to achieve this objective.
5. All citizens, businesses, community organizations and governments must unite behind this cause.

The Board is seeking Board Members, for a term of three (3) years (annual approval at each annual general meeting, to fulfill the following functions:

Accountability

The Board of Directors is collectively accountable to the members, community, funders and other stakeholders. They are accountable for the HPRT's performance in relation to its mission and strategic plan, and for the effective stewardship of financial and human resources.

Authority

Individual board members have no authority to approve actions by the HPRT, to direct staff, or to speak on behalf for the HPRT unless given such authority by the board.

Time Commitment

Quarterly board meetings including preparing for board meetings and participating in committees and attending special events.

Liaison with staff responsible for the financial management of the charity

The Treasurer and designated staff need to discuss procedures for the day-to-day accounting and financial practices to ensure clarity about their roles, responsibilities and communication practices.

As an Officer of the board, the Treasurer has a designated role in overseeing the financial matters of the board and ensuring other directors are adequately informed of financial related issues to ensure good decision-making.

The Treasurer must find ways to balance their need to have adequate information and involvement to fulfill this responsibility, knowing that that they will not be directly involved in the day-to-day operations and recordkeeping.

Responsibility

Board members are responsible for acting in the best long-term interests of the HPRT and will bring to the task of informed decision-making a broad knowledge and an inclusive perspective.

Key Duties

- In collaboration with Chair and the Director of Community Engagement or other designated individual, the treasurer will oversee the financial matters of the charity in line with good practice and in accordance with the governing documents (i.e., articles and by-laws) and, legal requirements and report to the board of directors at regular intervals about the financial health of the organization. In addition to the above responsibilities the treasurer has in overseeing the financial matters of the charity, all directors continue to be jointly and severally responsible, and therefore liable, for the administration of the charity. The treasurer will ensure that effective financial measures, controls and procedures are put in place, and are appropriate for the charity.
- To this end, the Treasurer in collaboration with the Chair and the Director of Community Engagement or other designated individual, will report on the current financial position of the charity at each Board meeting and this should be recorded in the minutes. The report should include an update on funds received and spent since the last report.
- If the Treasurer is unable to attend a committee meeting, a written report should be sent to the Chair at least one or two days before the meeting. All financial decisions taken should be recorded in the minutes of the meeting.

A. Once this working relationship is clarified, the following are suggested responsibilities for the Treasurer:

- Oversee the financial matters of the charity
- Assume a leadership role on board committee or initiatives related to financial matters
- Ensure the financial components of the T3010B Information Return are completed in an accurate and timely manner

B. Oversee the financial matters of the charity

- 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 charity's policies, good governance, legal and regulatory requirements
- Act as a counter-signatory on charity cheques and any applications for funds

C. Assume a leadership role on board committee or initiatives related to financial matters

- Maintain sound financial management of the charity's resources, ensuring expenditure is in line with the charity's objectives
- Advise on the financial implications of the charity's strategic plan
- Liaise with the Director of Community Engagement (or other designated individual), where applicable, to ensure that the charity's annual accounts are compliant with the CRA guidelines
- Contribute to the fundraising strategy of the organization
- Liaise with the charity's auditors or independent examiner, where appropriate

D. Ensure the financial components of the T3010B Information Return are completed in an accurate and timely manner.

- Be aware of CRA policies/regulatory requirements with respect to financial compliance.
- Clarify any confusion over financial issues related to CRA expectations to ensure financial decisions do not place the charity in a vulnerable position for sanctions
- Ensure all required financial records are available to support CRA reporting expectations and can be effectively transferred to the appropriate T3010B reporting lines
- Work collaboratively with other officers and staff to ensure the T3010B is submitted to CRA in an accurate and timely manner
- Ensure the board of directors is properly involved in reviewing and approving the information related to the T3010B Information Return before submitting to CRA

Qualifications

The following are considered key job qualifications:

- Must have CPA or equivalent financial background
- Identify, support, and share funding/donor development opportunities
- Knowledge of the community

- Commitment to the Halton Poverty Roundtable's mission and strategic directions
- A commitment of time
- Openness to learning
- Lived experience of poverty (past or present)
- Experience in community collaboration/collective impact
- A commitment to social and economic justice

Evaluation

The performance of individual directors is evaluated annually in the context of the evaluation of the whole board and is based on the carrying out of duties and responsibilities as outlined above.

Removal of a Board Member

A director may be removed from the board, by majority vote, for trying to exercise authority where they have none or for not following the code of conduct or other policies that apply to the board. Being absent from three consecutive board meetings without notice and reasonable cause will result in the automatic removal from the board unless otherwise determined by a decision of the board.