



Volunteer Position:	Treasurer – Board of Directors
Time Commitment:	10 / hours per month (fluctuates)
Location:	Threshold Housing Society 1524 Fort St. Victoria, BC V8S 5J2
Contact:	Colin Tessier, Executive Director 250-213-8831 or colin.t@thresholdhousing.ca
Position open to:	All qualified persons are encouraged to apply. We welcome applications from members of visible minority groups, Indigenous persons, persons with disabilities, LGBTQ+ persons, Trans, Two-Spirit and Gender Non-Conforming persons and others with the skills and knowledge to engage productively with diverse communities.
Number of Positions:	1

Position Summary: The treasurer acts as a key point of oversight related to the Society’s budget, financial policies, and financial management processes, while collaborating with the other board members and Executive Director on decisions that impact the overall functioning of Threshold Housing Society.

Objective: We are currently seeking a director that has experience in finance to fill a vacancy on our governing Board of Directors. Individuals without the above experience who are committed to supporting the work of the agency are also encouraged to apply.

Purpose: Threshold Housing Society’s (THS) Board of Directors is a governing board. In addition to the board, several committees help carry out the activity of the organization and the relationship between board and staff is one of partnership.

THS Mission: Threshold Housing Society helps at-risk youth attain self-reliance through long-term supportive transitional housing.

THS Values:

Threshold Housing Society
1524 Fort Street
Victoria BC V8S 5J2

PH 250-383-8830
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- **Respect** – we believe all youth are of significance and deserving of respect and dignity in full measure.
- **Accountability** – we operate within our means and are answerable to our youth, community and funders.
- **Belonging** – we provide safe, supportive compassionate housing where youth know they belong.
- **Hopefulness** – we believe in the potential of all youth and the possibility of “better tomorrows”.

Treasurer Responsibilities

- Act as a key point of oversight for the Society’s budget, financial policies, and financial management processes;
- Work with the Executive Director to develop the annual budget in conjunction with other board members;
- Prepare and present financial reports at monthly Board meetings;
- Work with the Executive Director to prepare the annual audit;
- Ensure that government tax filings and remittances are submitted on a timely basis;
- Serve as a signing authority for the Society.

General Responsibilities

- Attend monthly board meetings;
- Participate on at least one sub committee;
- Attend and participate in fundraising initiatives;
- Functioning as the agency’s governance structure, articulating and communicating the vision and formulating broad governance policies;
- Fulfilling the obligations of the centre’s constitution and by-laws and making policy in accordance with the Society’s mission, values, goals and beliefs;
- Developing policy in such areas as finance, personnel, programs and communications;
- Taking fiscal responsibility for the Society as determined by the BC Societies Act & Regulations;
- Monitoring organizational effectiveness in terms of adherence to mandate and service delivery;
- Hiring of the Executive Director, developing clear performance standards, and conducting regular performance reviews;
- Ensuring the Executive Director is accountable for the supervision of the organization;
- Consulting with the Executive Director on all matters the Board is considering, and ensuring the Executive Director is informed of all external correspondence;



- Supporting the Executive Director in all decisions and actions consistent with policies of the Board and the stands of the Society;
- Establishing committees of the Board and defining their terms of reference.

Required Knowledge, Skills and Abilities

- Working knowledge of QuickBooks (Premier Edition)
- A commitment to the work of the Society
- Understanding of the legal responsibilities of a board member/ willingness to learn
- Demonstrated ability to build community through networking
- Ability to work both independently and part of a team
- Proven communication skills
- Ability to give and receive feedback
- Strong problem-solving, decision-making, critical thinking and diplomacy skills

Working Conditions

- The board meets 10 - 12 times a year in an office environment. Board members are also expected to be involved with events hosted by the Society which may take place off site.

Benefits to Volunteer

- Ongoing education
- Building community connections