

Volunteer, Board Member (Finance)

Caledon Parent-Child Centre (CPCC) is a non-profit, charitable organization serving Caledon and surrounding areas. We provide a safe space for families to access high-quality programs and services for themselves and their children. We are an inclusive community hub, promoting positive outcomes for children, while connecting families to each other and community resources. We tailor our work to respond to community needs. We work to reduce the barriers to an exceptional childhood by supporting parents/caregivers and their capacity to parent. Our staff responds with empathy to common caregiving concerns, and promotes health and positive social, emotional and physical development of children.

Position Summary

The Board of Directors of the Caledon Parent-Child Centre is a policy-making Board. Board Members participate in governance and decision-making, which determines the strategic directions and priorities for services established within the mission and mandate of the organization. The Board is currently seeking candidates from diverse/racialized communities and diverse fields of practice and stakeholder groups that reflect the community we serve to replace Board members who have reached the end of their term.

Benefits

- Join a high profile, respected community service organization that is uniquely positioned in its service to your local community.
- Gain a sophisticated awareness of not-for-profit governance in the community service/volunteer sector.
- Invest your expertise from the corporate world in a caring organization that provides quality programs and family supports for children, parents, and caregivers in Caledon and the surrounding areas, and gain personal reward from your valuable volunteering contribution.
- Build your personal profile and connections through interaction with community stakeholders who are involved in funding, finance (grants, partnerships, etc.), and who are community minded.
- Strengthen and enhance your leadership, problem-solving, and team-building skills.
- Use your voice and connections to help further Caledon Parent-Child Centre's identity and impact in the communities that we serve.
- Upon successful completion of your term on our Board, you will be entitled to a Letter of Reference.

Essential Duties & Responsibilities

- Review the finances of the organization and provide financial advice to the Executive Committee and the Executive Director.
- Review the monthly financial statements before submission to Board members.
- Present the financial statements to the Board at monthly Board meetings.
- Sign documents and cheques.
- Review and assist in the preparation of the annual budget in conjunction with the Executive Director.
- Review the monthly bank reconciliations.
- Review the audited financial statements with the auditors and present such reports to the Board of Directors for approval.
- Chair the Finance Committee.

General Duties & Responsibilities

- Participate in setting the directions and policies of the organization and its Diversity, Equity and Inclusion (DEI) policies and strategies to ensure that the needs of ALL Caledon families and children are reflected and included.
- Ensure fiscal responsibility and monitor funding in accordance with the organization's mandate.
- Play an active role in advising and supporting the Executive Director at Board and Committee meetings.
- Participate in the development of long-term plans for the organization.
- Attend and actively participate in Board meetings (approximately 10 meetings per annum - fourth Monday of the month). Hybrid meeting model includes a combination of in-person and virtual meetings. In-person meetings are held at CPCC locations.
- Serve on a minimum of one Board Committee and work independently on assigned activities.
- Advocate on behalf of the CPCC and support fund development projects and activities.

Qualifications & Experience

- A minimum of two years of financial experience – professional accounting designation is essential (e.g.: CA, CPA).
- Strong budgeting ability and experience in tracking grants.
- Experience with financial statements, reports, reconciliations, cash flow analysis, deferred revenue, budgeting and forecasting.
- Commitment to the mandate and purpose of the organization.
- Diversity, equity and inclusion competency; professional, volunteer or lived experience with DEI.
- Strong problem-solving, decision-making, and community leadership skills.
- Excellent interpersonal and communication skills.
- Experience within a non-profit setting an asset.

Candidates must participate in an interview and nominating process.
Criminal Record Check will be conducted.

To apply, please email your resume and letter of interest by 4 p.m. on Friday, August 18, 2023.

For more information, contact:

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For more information, visit www.cp-cc.org