



BOARD TREASURER VOLUNTEER

Trico Centre is currently looking for a Volunteer Board Treasurer for a two-year term. This role is a “member at large” on the Board of Directors and Board Executive committee and oversees and provides guidance on the finances of the organization.

The Family Leisure Centre Association of South East Calgary operating as the Trico Centre for Family Wellness is a community-owned, non-profit facility that promotes active kids, healthy families and vibrant seniors in partnership with our neighboring communities. Our vision is to be a community leader, inspiring healthy lifestyles through affordable, innovative programs and service excellence. We take pride in operating our facility in a sustainable manner to reflect our values of wellness, safety, partnership, integrity, and community.

Trico Centre for Family Wellness is unique among recreation facilities in Calgary in that it is run with a community partnership model. Each community provides a designated appointed Board member to volunteer as a director on the Trico Centre Board and represent their community. Our Board has over 30 community representatives assisting in the strategic direction of our facility.

Trico Centre Board members are a vibrant, action-oriented group committed to improving leisure facilities and services in South Calgary. They have a unique opportunity to gain valuable Board experience while being their community voice in our facility. Board members must reside in their member community who are appointed by the member organization/community association or can be a Member at Large.

Responsibilities:

- Is a member of the Board Executive and Board of Directors
- Oversees and provides guidance on the finances of the organization
- Supports the operating and capital budgets by the Trico Centre Management to the Board
- Presents duly audited statements at each annual General Meeting
- Ensures development and board review of financial policies and procedures.
- Acts as signing officer, with another officer, for cheques and other documents

Qualifications:

- A CPA Alberta member in good standing, with any legacy designation (CA, CMA, CGA)
- A University Degree; with a Finance and/or Accounting major
- A minimum of 5 years' experience (preferably post qualification) to be able to provide guidance in the areas of; the management of financial systems, full cycle accounting, budgets, financial reporting, financial data analysis, auditing, taxation, and providing financial advice in a not-for-profit and charity setting
- Knowledge of established accounting practices and principles with strong financial reporting experience using customary Canadian standards/practices

- Solid analytical skills, strategic thinking and decision-making ability
- Experience with auditing procedures and principles

Required Skills/Experience:

- Superior applied knowledge in full-cycle accounting and cash handling
- Detail oriented, numerical accuracy with good follow-up skills
- Has a working knowledge of monthly financial, casino, annual return reports and quarterly GST reconciliations reports
- Competent in reviewing annual budgets
- Previous experience in Sage financial systems
- Previous volunteer Board experience

Board Commitment

- Two-year term
- Member of the Executive Committee, generally one meeting per month (mainly Tuesday afternoons at 4:00pm)
- Member of the Board of Directors, generally one evening per month (mainly 3rd Thursday night at 7:00pm of each month except no July and August meetings)
- Participation in subcommittee meetings as required
- Audit committee chair as required
- Participation in fundraising initiatives
- AGM, once per year
- Strategic planning workshop once per year
- Provide guidance to Trico Centre Management on various topics as required through the term

Board Rewards

- A community voice in our facility
- An opportunity to be involved in a vibrant, action-oriented board with a commitment to improving leisure facilities and services in our communities

Closing Date: Open until filled

Location: 11150 Bonaventure Drive SE

Only those individuals selected for an interview will be contacted. The Individuals will be interviewed by the Executive Board Committee. Thank you for your interest in Trico Centre for Family Wellness.

**Please send applications to:
11150 Bonaventure Drive S.E.
Attention: Sheryl McGie, Acting General Manager
Email: smcgie@tricocentre.ca
Fax: 403-278-7573**