



TREASURER – BOARD OF DIRECTORS (VOLUNTEER)

Position Overview

Are you a finance professional looking to give back to your community?

Trico Centre for Family Wellness is seeking a dedicated and community-minded **Treasurer** to join its Board of Directors. This is a unique opportunity to apply your financial expertise to support a well-established, community-owned, not-for-profit recreation facility serving thousands of individuals and families in South Calgary.

As Treasurer, you will play a vital leadership role in ensuring financial sustainability, transparency, and accountability while contributing to strategic decision-making at the board level.

Responsibilities:

Financial Oversight

- Oversee financial operations, ensuring accuracy, transparency, and timely reporting
- Review monthly financial statements and provide insights to the Board
- Ensure strong internal controls and financial policies are maintained
- Lead the annual budgeting process in collaboration with leadership

Reporting & Compliance

- Present financial reports and year-end results clearly to the Board
- Ensure compliance with nonprofit and regulatory requirements (municipal, provincial, federal)
- Oversee audits, reviews, and annual financial filings
- Present financials at the Annual General Meeting (AGM)

Banking & Financial Stewardship

- Act as the signing authority for financial matters
- Monitor expenditures, reconciliations, and budget alignment
- Ensure responsible stewardship of organizational funds

Strategic & Governance Support

- Provide financial guidance on long-term planning and capital initiatives
- Support grant applications and funding strategies
- Identify financial risks and opportunities
- Chair the Finance Committee (when established)
- Participate actively in board governance and decision-making

Qualifications/ Experience Required:

- Background in **accounting, finance, or bookkeeping**
- **CPA designation** (or equivalent experience) is an asset
- Experience with **nonprofit boards or governance** is an asset
- Strong financial analysis and communication skills
- Commitment to ethical leadership and community impact

Time Commitment

- Approximately **5–10 hours per month**
- Includes board meetings, preparation, and occasional committee work
- Additional involvement during budget and year-end periods

Equity, Diversity & Inclusion

Trico Centre for Family Wellness is committed to building a diverse and inclusive Board that reflects the community it serves. We welcome applications from individuals of all backgrounds, including but not limited to Indigenous peoples, newcomers, visible minorities, people with disabilities, and individuals of diverse gender identities and expressions.

We believe that diverse perspectives strengthen governance, decision-making, and community impact.

Why Join Us?

- Make a meaningful impact in a **community-driven organization**
- Support accessible health, wellness, and recreation programs
- Gain valuable **board governance and leadership experience**
- Work alongside a collaborative and purpose-driven team
- Contribute to the long-term sustainability of a vital community hub

Apply Today

If you are passionate about community impact and bring strong financial expertise, we encourage you to apply. Please send your resume to rmatity@tricocentre.ca

We thank all applicants for their interest; however, only those selected for further consideration will be contacted.