

Call for Applications: Treasurer, Latincouver's Board of Directors

Latincouver's is seeking a new board member to join us as our Treasurer.

Goal: To serve as financial offers to the Society by providing financial management and fiscal controls.

About Latincouver

We are a non-profit organization that brings together both Latin Americans and Latin enthusiasts living in B.C., Canada. Latincouver is the Latin American Plaza in British Columbia, connecting you with the Latin American heritage through culture and business in BC. Latincouver promotes Latin American culture in British Columbia, Creates a new link between Locals and Latin Americans, Business Networking events, Promotes culture and business in our online sites, and Organizes activities for business opportunities.

Latincouver activities cover a variety of areas like business and culture, creating signature events tailored to connect and empower people.

Our Four Pillars:

- Promoting Culture – We promote cultural diffusion.
- Connecting Business – We provide possibilities for Latino entrepreneurship.
- Supporting Communities – We watch over a community.
- Empowering People – We generate growth possibilities.

About Latincouver's Board of Directors

Board Members are responsible for ensuring that the Society develops and implement all of its programs, events and activities based on fiscally, socially and environmentally sound principles with the utmost respect for the Society's reputation, its members and the impacted communities. They do this by providing leadership, advice and direction to all members of the Society and the public.

The Board of Directors plays a central role in this important effort. Your experience, involvement and commitment to serving the community will have an impact on growing and empowering it.

A primary responsibility of a director is to participate in the development of the strategy, policy development/implementation, decision-making at board meetings, as well as Fundraising and support our vast and complementary programs. Meetings are held once a month or as needed from time to time.

Latincoover sees diversity within our organization as an asset that fosters better ideas, better programs, and higher levels of impact and success. We view diversity as a wide-ranging set of intersectionalities.

The Board's main responsibilities are to:

Authority, Duties and Responsibilities:

1. Exercise their power with fiduciary duty and the responsibility of loyalty to the Society.
2. Serve as an advocate for The Society.
3. Take the initiative and provide leadership at all times.
4. Prepare for each Board meeting by reading material distributed before the meeting and other relevant information.
5. Attend all regular and special Board meetings and participate in the proceedings.
6. Serve on and chair at least one committee and actively participate in the committee's activities.
7. Seek and request data and information to maintain an up-to-date knowledge of the Society's plans, commitments and goals.
8. Make a personal financial contribution to the Society, which can be in-kind or otherwise.
9. Solicit the financial support of others.
10. Share resources and talents with the organization, including expertise contacts for financial and in-kind support.
11. Be accessible to the Society's members as needed.
12. Contribute at least 100 hours per year to working for the Society.
13. Fulfill commitments within the agreed-upon deadlines.
14. Maintain and respect the confidentiality of information provided in Board meetings.
15. Disclose all potential conflicts of interest and ensure they are resolved promptly and to the Board's satisfaction.

Latincoover has Director's & Officer's (D&O) Insurance coverage, provided at no cost to Directors. Reach out if you'd like to review the policy.

Role of the Treasurer

1. Assure that the Society follows appropriate financial policies and procedures and that qualified and trained staff or consultants perform financial functions.
2. Understand regulatory and legal requirements for financial accounting and standards of practice for non-profit organizations.
3. Monitor receipt of all securities and monies.
4. Ensure that all funds are properly deposited and disbursed in a timely manner.
5. Render monthly, quarterly and annual financial reports of the Society to the Board of Directors.
6. Ensure that all relevant financial reports are filed on a timely basis.
7. Oversee the preparation of the annual budget, obtain Board's approval and monitor its implementation.

8. Ensure that all regulatory forms, instruments and submissions are duly completed and submitted.
9. Attend and participate in fundraising meetings and events as necessary.
10. Oversee the annual audit and answer Board members' questions about the audit.
11. Perform the duties and responsibilities outlined in the Society's constitution and bylaws (as amended) and those of a Member of the Board of Directors.

Whom are we looking for?

We encourage applications from candidates with a passion for Latincoover's mission, a finance or accounting background, and a collaborative mindset.

Essential:

- Interest and commitment to Latincoover's mission and values
- Knowledge and experience in (non-profit) accounting, finance, and audit fundamentals.

Qualifications:

- Meet the requirements stated in the Society's constitution and bylaws (as amended)
- Recognized leader in the communities served by the Society.
- Knowledge of the issues and the Stakeholders impacted by the Society's vision and goals.
- Commitment to the vision, mission, goals and objectives of the Society.
- Proven knowledge of financial planning, reporting, fund accounting and financial statements.
- Ability to develop methods for maintaining positive cash flow.

- Some combination of:

- Post-secondary education in accounting, commerce, or finance
- Experience preparing and/or analyzing financial statements and budgets.
- Experience with financial oversight and governance

Desired:

- Past experience serving on a board of directors (ideally as Treasurer)
- Past experience working in the non-profit sector

Commitments

Each board member is expected to care passionately about the mission and success of Latincover, and to participate actively in the governance and progress of the organization.

Service on Latincover's Board of Directors is typically without remuneration, except for administrative support, travel, and accommodation costs in relation to Board Members' duties. However, if receiving an honorarium would remove barriers to your participation on Latincover's Board, financial support may be available.

Specific Commitments and Requirements:

- Prepare for and actively participate in Board meetings (typically 2 once a month, two hours).
- Prepare for and actively participate in finance and budget meetings as needed (typically 1-2 hour commitment per month)
- Prepare for and actively participate in Latincover's Annual General Meeting (AGM) in (typically two hours in March.
- Board members serve a two-year term and can be re-elected for additional terms.
- Contribute at least 100 hours per year to working for the Society
- Time commitment: minimum 10 hours per month
- Be a part of one or more of Latincover's Committees
- Ability to serve a minimum two-year term
- Experience in fundraising and or finance are definitely assets.
- Knowledge of Spanish, Portuguese and/or Latin American culture will be beneficial.
- Previous experience working or serving as a Board member in other Non-Profit organizations will be advantageous

How do I apply?

Apply by filling out the **Board Member Application Form**.

Deadline to submit: May 15th, 2023

We recognize the importance of a diverse leadership team and encourage applications from Indigenous people, women, LGBTQIA+ people, people of colour, and people with disabilities.

Not certain your credentials are a 100% match with the position description? Please apply anyway! We're looking to find the right person for our board, with relevant skills and experience – not a mandatory checklist.