

Volunteer

with John Howard Society of
Hamilton, Burlington & Area!

john
howard
society

Hamilton,
Burlington & Area

Are you interested in volunteering to make a difference in your community?

Do you live or work in the Greater Hamilton Area?

Do You have experience in accounting or finance?

We would love to talk to you about joining our Board of Directors as our next treasurer!

The John Howard Society of Hamilton, Burlington & Area (JHSHBA) has been providing programs and services to our community since 1949.

Following our core values of accountability, equity, inclusion, focus on results and safety, our mission is to support individuals impacted by justice and others to achieve positive outcomes for themselves and the community.

We envision Hamilton as a city where everyone contributes to a safe, healthy, inclusive and just community.

We are looking for dynamic individuals from diverse backgrounds to join us in achieving our strategic priorities of communication and education, fiscal responsibility, organizational resilience, and responsive and inclusive programs and services.

Does this sound like you?

Here's what you could expect as part of our Board of Directors

- Supporting the agency in the areas of governance, fundraising, oversight and strategic leadership
- Attending monthly Board meetings (September to June) on the last Wednesday of each month at 5:00pm
- Participating on one or more Board subcommittees (finance, governance, strategic planning, fundraising)
- Completing an annual Directors survey
- Supporting and attending agency special events including the Annual General Meeting, Volunteer Appreciation and fundraising events
- Furthering the mission, vision and goals of the agency

The ROLE

Reporting to the Board Chair, the Treasurer serves as the Chair for the Finance Subcommittee of the Board and is responsible for the oversight of JHSHBA's financial operations including monitoring operational budgets and ensuring appropriate financial policies, controls and audits are in place.

The Treasurer ensures sound fiscal policies are followed under the guidance of the Board of Directors, Finance Committee and Executive Director.

SPECIFIC POSITION RESPONSIBILITIES

- Presenting financial reports to the Board highlighting the organization's income and expenses, assets and liabilities, and other financial performance indicators
- Reviewing internal control structures established by the Manager of Finance and Executive Director to safeguard the organization's assets and to prevent fraud or misuse of funds
- Ensures that the agency is compliant with all relevant financial and accounting regulations, as well as legal requirements or reporting obligations specific to not for profit and charitable organizations
- Collaborates with the Manager of Finance, Executive Director and Board of Directors to develop financial strategies that align with the organization's mission and goals
- Provides oversight on the organization's annual audits or financial reviews to ensure the accuracy and transparency of the organization's financial statements
- Advancing the financial literacy of board members
- Serve as Chair of the Finance Committee and other committees or special assignments, as required
- Be informed about the organization's mission, vision, services, policies, and strategic plan
- Review agenda and supporting materials prior to Board and committee meetings

REQUIRED SKILLS & QUALIFICATIONS

- Accounting designation (CPA preferred) and work / volunteer experience in Accounting or Finance
- Previous experience in the not for profit sector is a valuable asset
- Strong sense of integrity, ethics, and a commitment to transparency and accountability

Some things to keep in mind

- Applicants must declare any known conflict of interest related to the agency, our staff, clients, volunteers, Board and funders
- Applicants will be required to provide an acceptable police check

If you are interested in exploring this volunteer opportunity, we would love to hear from you!

Please submit your resume and cover letter to the attention of:

Donna de Jong, Executive Director

ddejong@jhshba.ca

JHSHBA is committed to fostering inclusive and accessible spaces where everyone feels safe, valued and respected. We welcome and encourage applications from those who identify as racialized, Indigenous, a person with a disability, persons across the spectrum of sexual orientation and gender identities and those with lived experience.

If you are a person with a disability and require accommodation and / or assistance during the application process, please contact us in advance. JHSHBA strives to provide reasonable accommodations when requested. Information related to an accommodation request will be treated in accordance with our confidentiality policies and procedures.