



The Lake Huron Centre for Coastal Conservation

LAKE HURON CENTRE FOR COASTAL CONSERVATION

Volunteer Opportunity

Position: Treasurer, Board of Directors

Location: Quarterly meetings in Goderich, Ontario. Video conference calls due to COVID-19.

Positions Available: 1

Application Deadline: Applications will remain open until the position is filled

The mission of the Lake Huron Centre for Coastal Conservation (LHCCC) is to provide leadership and expertise, in collaboration with partners, to achieve a healthy Lake Huron coastal ecosystem. Led by its volunteer Board of Directors and supported by a small professional staff, the LHCCC is dedicated to the conservation of Lake Huron's natural shoreline environment by protecting, restoring and improving the natural resources and environment of Lake Huron.

The Lake Huron Centre for Coastal Conservation is seeking nominations to fill 1 volunteer Board Member position with a passionate and enthusiastic individual who is able to dedicate their time and expertise to support the Centre's goals and objectives.

COMPOSITION & ROLE OF THE BOARD OF DIRECTORS

LHCCC's Board of Directors is composed of 13 Directors from the Lake Huron coast with diverse backgrounds and expertise in business, environmental science, communications and other areas critical to its operations. Each Director's term of office is two years and Directors can serve a maximum of 3 terms.

The Board's Role:

The board contributes to the organization through its unique role of stewardship and ensuring proper governance.

- Establishing a strategic plan that sets out the organization's mission, vision, values, and strategic priorities and monitoring progress against measurable goals.
- Appointing, supporting, compensating, and evaluating the Executive Director.
- Establishing financial policies and approving the business plan, budget, financial controls, and financial statements.
- Establishing and monitoring adherence to governance and organization policies.

CANDIDATE REQUIREMENTS

As per the Canada Not-For-Profit Corporations Act, the minimum requirements to be eligible as a LHCCC Director are:

- Must be a resident of Canada
- Must be 18 years of age or older
- Has not been declared incapable by a court in Canada or in another country
- Not have the status of bankrupt
- Have the power under law to contract (i.e. age of majority, not mentally incapacitated)
- Satisfy the requirement of the Income Tax Act in relation to the eligibility to serve as a Director of a registered charity (i.e. relevant criminal offense)

THE TREASURER ROLE

The Treasurer will provide fiscal oversight of the LHCCC in line with good practice, governing documents, and legal requirements and, as a member of the Board of Directors, report to the Board at regular intervals about the financial matters of the organization.

The Treasurer oversees the preparation of reports to the Board detailing income, expenditures, and asset values and presents a financial report at each board meeting. The position also provides oversight and guidance to staff on preparation and completion of the annual audit and special financial reports as required.

SPECIFIC RESPONSIBILITIES

- Provide fiscal oversight of LHCCC, including oversight of audit, budgeting, investing, financial reporting, risk management, and related policies and procedures.
- Liaise with Executive Director on financial management
- Interact with external auditor and support LHCCC through annual audit
- Act as one of the signing officers of the organization with respect to banking and investment transactions

SKILLS

- Professional expertise in accounting and finance
- Certification: CPA (CGA or CMA equivalent) an asset
- A high level of administrative, organizational, and leadership skills
- Knowledgeable about board governance and previous board experience is considered an asset

TIME COMMITMENT / MEETINGS

Elected Directors are expected to commit the necessary time required to perform Board responsibilities. On average, LHCCC has 4 Board Meetings per year (3-4 hours each), and additional supplementary meetings may also be required occasionally. The Treasurer must be available to sign cheques every other week in Goderich, which takes approximately 10-15 minutes.

APPLICATION PROCESS

Interested candidates for the Treasurer position are required to provide the following information:

1. A brief letter detailing your interest in the position and what you feel you can contribute to the LHCCC
2. Completed *Board of Directors Application Form*
3. Current resume

Applications should be emailed to: Erinn Lawrie, Executive Director, at erinn.lawrie@lakehuron.ca. Applications will remain open until the position is filled.

The LHCCC Members will elect the Directors in accordance with LHCCC By-laws and LHCCC Nominations & Elections Policy and Procedures. The successful election of Directors, will be based upon the candidate's demonstrated characteristics, skills and competencies, all of which will contribute to the overall leadership and strategic direction the LHCCC.

The Lake Huron Centre for Coastal Conservation is an equal opportunity organization in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code. The LHCCC will provide accommodations throughout the selection and/or assessment process to applicants with disabilities. Personal information provided is collected under the authority of The Freedom of Information and Protection of Privacy Act. The Nominations Committee will consider all applications and will evaluate each of them, based on the requirements, competencies and skill sets as noted above. In addition, the Nominations Committee will apply the overriding principles of ensuring the promotion of diversity of the Board in relation to regional balance, age, language, gender, ethnicity, under-represented groups, persons with a disability, professional backgrounds and personal experiences.



The Lake Huron Centre for Coastal Conservation

Board of Directors Application Form			
Personal Contact Information			
Name:			
Address:			
Telephone:			
Email Address:			
Employer:			
Title:			
Date of Birth:			
Skills and Experience			
<input type="checkbox"/>	Business Management	<input type="checkbox"/>	Government
<input type="checkbox"/>	Financial Management	<input type="checkbox"/>	Community Advocacy/ Development
<input type="checkbox"/>	Risk Management	<input type="checkbox"/>	Marketing & Communications
<input type="checkbox"/>	Accounting	<input type="checkbox"/>	Human Resources
<input type="checkbox"/>	Fundraising/ Grant Writing	<input type="checkbox"/>	Web Design
<input type="checkbox"/>	Special Event Planning	<input type="checkbox"/>	Information Technology
<input type="checkbox"/>	Education	<input type="checkbox"/>	Governance
<input type="checkbox"/>	Environmental Science	<input type="checkbox"/>	Legal
<input type="checkbox"/>	Coastal Science	<input type="checkbox"/>	Other:
Working with Youth /Vulnerable Sector			
<i>Our organization requires that any individual working with children, the elderly or any potentially vulnerable population undertake a police record check.</i>			
<input type="checkbox"/>	Yes, I want to work with people and agree to undertake a police record check.	<input type="checkbox"/>	No, I do not need to work with vulnerable populations and do not agree to undertake a police record check.
<input type="checkbox"/>	I agree that you may keep my personal information on file for up to three years		
<input type="checkbox"/>	I would like to receive the monthly e-newsletter and opportunities to donate		
<input type="checkbox"/>	I agree to abide by the LHCCC's Code of Ethics and Board Member policy and procedures.		

Applicant Signature

Date