



Treasurer

Term: One year term, renewable for a second year.

About Recrear - <http://www.recrearinternational.org/>

Recrear is a community of young social innovators from around the globe. We use youth-to-youth creative research projects to collect information with young people's perspectives. Our work supplies the space and tools for youth to articulate their needs and build a vision for their community's development.

Roles and Responsibilities of Board Members

1. Attend at least 80% of the 6 board meetings held each year
2. Participate in and contribute to fundraising events, campaigns and delivering at least 1 workshop/session on a familiar topic.
3. A total commitment of up to ten hours each month (including meetings, consultation, communications, special events)
4. Participate in at least one working committee and attend associated
5. Provide mentoring support to staff related to the board member's area of expertise
6. Utilize personal network and associated partners to leverage value-added opportunities for Recrear
7. Make a personal donation to Recrear every year that is thoughtful, proportionate and generous for the member's possibility.

8. Act in the best interest of Recrear and excusing oneself from discussions when there is a conflict of interest.
9. Offer 3 months' notice in the event that the member needs to leave the Board mid-term.
10. Be responsible for contributing to and preparing the annual board report

Accountability

The treasurer serves and is accountable to the board of directors of the Organization for his/her performance.

Authority

The treasurer may not, on behalf of the Organization, enter into contracts without the knowledge and approval of the board and/or the Executive Committee of the board (including the Executive Director)

Responsibility

The treasurer is, first and foremost, responsible for overseeing the financial administration of the organisation, reviewing procedures and financial reporting and making sure the Organization complies with all tax filing requirements.

Primary Duties:

In addition to the duties of every board member, the chair is responsible for:

- Keep up-to-date records as well as an audit trail for all transactions
- Protect the organisation against fraud and theft, ensuring safe custody of money, and prompt banking
- Make sure the board understands its financial obligations
- Make sure the organisation complies with tax regulations and requirements under the Canada Revenue Agency's laws related to registered charities
- Review all internal processes and reporting methods at least annually.
- With Executive Director, help with banking, depositing cash and cheques, paying the bills and tracking income and expenditure throughout the year

Qualifications

The chair should have:

- A commitment to, passion for, and a clear understanding of the mission of Recrear
- Knowledge of financial accounting
- Familiarity with Canadian charity law and with filing taxes in Canada
- Experience with finances in a small NGO a plus
- Sufficient time to devote to his/her primary duties