



## Board Treasurer

The Parkdale Food Centre (PFC) is seeking candidates to join our Volunteer Board of Directors as the Treasurer. This is an exciting opportunity to be part of a dynamic group of people who are helping to guide and shape the work of a growing and impactful non-profit dedicated to improving the lives of underserved community members (Neighbours) in the Ottawa area.

### **Responsibilities and Obligations of Parkdale Food Centre (PFC) Board Directors**

The Board of Directors is legally responsible for the governance of PFC. The Board works with the staff to set policies, budgets and strategic plans to ensure that PFC achieves its vision and mission. They support the Executive Director to set the mission of the organization and ensure fiscal accountability and the long-term resiliency of the organization.

Within the larger framework of responsibilities, individual board members must each fulfill certain obligations to the Parkdale Food Centre (PFC).

Those obligations include:

- Attend at least 75% of board meetings each year (about 6-8 meetings)
- Chair the Finance Committee which meets about 6-8 times a year
- Provide support with the regular financial audits of PFC
- Guide the board in carrying out its fiduciary responsibilities such as reviewing the organization's annual financial statements.
- Keep informed about board and committee matters, review and comment on minutes and reports, about 10 hours/month
- Keep up-to-date on developments at PFC and in those in the community that may impact PFC
- Serve on committees, working groups or on special task forces, and offer to take on special assignments.
- Participate in PFC's fundraising efforts.
- Act as Ambassador for PFC
- Participate actively in the board's annual evaluation and planning efforts.

### **What do you bring to the organization?**

We are seeking candidates with lived and professional experience who have the commitment, availability and capacity to help PFC succeed. We are dedicated to championing equity, diversity and inclusion in our work and in our community and are committed to recruiting a Board of Directors that is representative of the community we serve.

Candidates should bring a passion for PFC's vision and mission and have a good understanding of the charitable sector and the governance role of boards.

PFC is looking for strategic and committed individuals with experience and knowledge in one or more of the following areas:



- CPA or comparable experience
- Preferably experience in a non-profit that has multiple funders and projects
- Past board experience, or leadership experience as a CPA or in a similar role or an interest to learn and develop if this is a new board experience.
- Comfortable with using technology and collaborative tools (e.g., Google Docs, cloud accounting, etc.)

**How to apply:**

Please send your resume and cover letter in confidence to [nomination@parkdalefoodcentre.org](mailto:nomination@parkdalefoodcentre.org) before May 10, 2023. We will be reviewing applications and conducting interviews on a rolling basis.

The Parkdale Food Centre is an equal opportunity employer committed to equity, diversity and inclusion. We encourage and welcome applications from all our communities. If at any stage in the selection process you require special accommodation, please let us know by contacting us at [nomination@parkdalefoodcentre.org](mailto:nomination@parkdalefoodcentre.org) to discuss the nature of your requirement.

The Parkdale Food Centre is committed to respecting diversity and inclusion for all. We strive to ensure that our programs are reflective of the communities we serve and that everyone- all of our Neighbours have an equitable seat at the PFC community table.