

JOB DESCRIPTION



Position:	Treasurer
Term:	Two years, renewable up to the term limit of the individual board member

Accountability: As a member of the Board Executive (alongside the Chair, Vice Chair, and Secretary), the Treasurer shares the responsibility for providing leadership to the Board and ensuring the Board follows its own rules and legislative mandates. Like all directors, the Treasurer shares collective responsibility for strategic oversight, organizational leadership, and the effective governance of ReForest London (“RFL”).

Culture & Responsibility: We aim to be a Board that functions in a collaborative and engaged manner. We are entrepreneurial, meaning we move quickly to explore opportunities that align with our vision and mission. While our work is serious, we expect members to approach it with good humour, positive energy, and a true spirit of excitement fueled by ReForest London’s mission. Board members are responsible for celebrating milestones and comfortably discussing accountability when goals are not met.

Authority: The Treasurer acts as a signing authority on the organization’s bank account. However, no individual Board member, including the Treasurer or any Executive officer, has the authority to make decisions outside the RFL by-laws or policies.

Principle Duties: In addition to the general duties expected of all Board members (such as being prepared, actively engaging, promoting RFL, and making RFL a top giving priority), the Treasurer has the following specific responsibilities:

- **Financial Monitoring & Oversight:** Monitor RFL’s financial activities, ensuring that full and accurate accounts of all assets, liabilities, receipts, and disbursements are kept.
- **Compliance:** Ensure that RFL follows generally accepted accounting principles. Oversee RFL’s financial situation, including investments and the submission of appropriate forms to the Canada Revenue Agency.
- **Reporting:** Oversee the provision of regular financial statements to the Board of Directors
- **Budgeting & Auditing:** Produce the annual budget in cooperation with the Executive Director, and arrange for the annual audit to be carried out.
- **Committee Leadership:** Serve as the Chair of the Finance Committee. Ensure committee meetings are productive by setting agendas, submitting written minutes to the Executive Director for Board inclusion, and guiding the committee’s annual objectives.

Time Commitment: ReForest London is a hands-on "working Board". Board members should expect to spend between fifteen to twenty hours per month to fulfil the expectations of their role. The expected time commitment includes:

- **Board Meetings:** Monthly meetings held on the first Tuesday of the month at 5:00 p.m., typically lasting 2 hours.
- **Committee Work:** Chairing the Finance Committee including preparation and submission of monthly committee reports to the Board.
- **Executive Meetings:** Meeting on behalf of the Board in cases of emergencies or pressing matters when a full meeting cannot be convened.
- **Special Events:** Attendance is required at the Annual General Meeting (AGM) in June, as well as at least one tree planting, one partner event, and one volunteer appreciation event per year.

Removal of a Board Member: Attendance is critical to support the full contribution of all board members. A board attendance problem is defined as missing two un-notified absences in a row, three notified absences in a row, or missing one-third of the total board meetings in a 12-month period. If an attendance problem occurs, the Chair will discuss the issue with the member, which may result in a formal warning or a request for a letter of resignation. Ultimately, a Director may be removed by a majority vote of the Board if they fail to attend half of the regular Board meetings in any twelve-month period.

Application Process: Individuals interested in serving as a Board Treasurer are invited to apply online at <https://airtable.com/app3ffQngMYa3LeVu/shrHBz934YEGxWhT0>. Applications will be reviewed by the Nominating Committee, and all applicants will be contacted to advise whether they have been selected to move forward in the interview process.