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## Board of Directors

### *Treasurer*

#### **About Santropol Roulant**

Santropol Roulant is an intergenerational community food hub where we grow, prepare and deliver food. In doing so, we create a continuum of engaging services that help build a stronger social fabric, and increase food security and social inclusion for Montrealers.

#### **Description of the position**

The Santropol Roulant Board of Directors is seeking a new member to work with or replace our Treasurer, beginning as soon as possible. We now have a competent and dedicated Treasurer but not one with all the skills/credentials that would be ideal for the position.

If you are interested in strengthening Montreal's food security, this position is a real opportunity for you to contribute. As Treasurer you will be the Chair of the Finance Committee and will be able to help implement best practices when it comes to financial governance. You will also be instrumental in advising and aiding the organization and its leadership to make sound and beneficial financial decisions as well as keeping the organization on track with its fundamental strategic mission. An organization's finances tell a powerful story. As Treasurer, you will have a key vantage point from which to evaluate the organization's commitments to its mission.

Specifically the role of the Treasurer is to:

- Develop, along with the Executive Director and others, various reports and financial statements.
- Present and explain these financial statements to the Board at our monthly meetings.
- Make recommendations to the Board based on accurate and timely information (financial statements, budgets, budget forecasts) and work with our Executive Director to monitor the financial situation.
- Answer questions asked during the annual audit.
- Support the Executive Director in making financial decisions, such as: lease and credit negotiations, project impact analysis, selection of an audit firm, accounting, and financial management tools, hiring new resources, etc.
- As Chair of the Finance Committee, you will participate in quarterly meetings of the committee, discuss the budget, review preliminary financial statements and prepare for board meetings, etc.

#### **Time Commitment**

This post requires a minimum investment of 15 hours per quarter, with a peak of activity in Q1 which corresponds to the closing of the organization's fiscal year.

Santropol Roulant Board members are very engaged and are expected to attend monthly Board meetings. In addition, the Treasurer sits on the Finance Committee and is expected to attend additional meetings of that committee - a minimum of five per year. Board members also participate on other committees and working groups, attend events, and have a visible presence amongst staff, clients and other volunteers.

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We are looking for a candidate with the following profile:

- CPA certified
- Imaginative and committed
- 18 years or older
- Possesses a functional comprehension of both French and English

An ideal candidate will also have a good knowledge in the following areas:

- Organizational accounting policies
- Auditing practices
- Financial controls
- Financial risk management
- Borrowing and investing
- Non-profit financial management

Since this new Board member will be hired between our Annual General Meetings this will be an appointment not an election. However, the person selected will have to run for the position at the AGM in 2023.

Clients, volunteers, staff, donors, neighbors, and friends are all invited to apply, as are young professionals.

### **How to apply**

Interested candidates are invited to submit their resume and/or a cover letter and/or their LinkedIn profile to Jon Kalina at: [jonkal@me.com](mailto:jonkal@me.com) by November 15th, 2022, 9am. A shortlist of candidates will be interviewed by a committee of Board members.

For any questions about the position, please contact Board Member Athanasios Mihou (our present Treasurer) at [athanasios@centrale.coop](mailto:athanasios@centrale.coop).

### **More information about the Board of Directors**

Charities in Canada are governed by a voluntary Board of Directors. This group of individuals is legally responsible for overall governance. Generally speaking, staff members are responsible for day-to-day operations and decision making, while The Board provides leadership, direction and oversight through, for example, the development of long-term strategic plans and organizational policies.

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They are also responsible for making some of the bigger decisions such as approving the budget and financial statements and supervising the Executive Director. The Roulant has what is often called a “Collective Board” – this means that while the staff and Board have distinct roles, they work together as much as possible as a unified team.

Some of the key features of a strong Santropol Roulant Board are:

- **Alignment:** Board members are an important part of the team. As the holders of the mission, it is vital that directors understand our work, culture and aspirations.
- **Diversity:** We value having a Board that represents the diversity of perspectives of our whole community. We try to have a balance of people of different ages, races, genders, languages, cultures and life experiences.
- **Time Commitment:** Santropol Roulant Board members are very engaged, and are expected to attend one meeting per month, participate on committees and working groups, attend events, and have a visible presence amongst staff, clients and other volunteers.
- **Stability:** It can take time for a Board (like any team) to come together and be productive. It is therefore important to have Board members who intend to fulfill their two-year term and also who have experience on the Roulant Board.
- **Key skills:** A strong Board has members with the range of skills and experiences that are needed to make informed decisions.