



Treasurer Board Member

Victoria Disability Resource Centre

We are a proud member of Independent Living Canada, the national umbrella organization representing and coordinating a network of Independent Living Centres across Canada. We recognize the rights of citizens with disabilities to take control of their lives by examining choices, making decisions and taking risks. We work closely with those who have disabilities and with other community organizations to find and remove barriers that prevent full participation in life.

The VDRC strives to be an invaluable resource for the local community, to become an essential service for persons with disabilities and to serve as liaison for non-profit organizations, businesses, and government agencies that provide and promote accessibility. The VDRC is funded by public and private grants, parking permit sales, fundraising, and donations.

VDRC Board

In accordance with our legal obligations and commitment to best practice, the Victoria Disability Resource Centre (VDRC) maintains a volunteer Board of Directors. The Board is composed of community members both with and without disabilities elected by our members. Our Constitution mandates that 51 % of the board be persons with disabilities. The Board's responsibilities include ensuring that the programs and services align with the principles and Strategic Plan and that the vision of the VDRC is being properly conveyed to the community.

The Board represents the ultimate authority and responsibility within the organization. They maintain a legal, fiduciary and compliance mandate as they govern the organization at the highest level.

Position Overview

The Treasurer is the custodian of VDRC funds and is accountable to the membership for the Board of Directors' adherence to its fiduciary responsibilities. This elected position is responsible for review of the organization's financial status at all regular meetings of the Board of Directors. The Treasurer is also responsible for providing to the membership a yearly financial review at the Annual General Meeting.

Responsibilities

In the interests of individual and board effectiveness, and to foster a positive group spirit, board members are expected to adhere to these expectations:

Financial

- Provide financial reports to the Board at each scheduled Board meeting.
- Provide direction with respect to investing, financial management and fund allocation.



- Chair the Finance/Audit Committee.
- Assure that the organization is following appropriate financial policies and that qualified staff or consultants perform financial functions. Understand regulatory and legal requirements for financial accounting standards of practice for non-profit organizations.
- Ensure an audit of year-end financials is undertaken
- Review and update the organization's financial policies and procedures to ensure compliance with applicable legislation and standards.
- Assure that accurate financial records for the organization are being kept.
- Subject to the direction of the Board, endorse for deposit notes, checks, and drafts received by the organization.
- Manage with the Finance/Audit committee, the Board's review of and action related to the Board's financial responsibilities.
- At specified reporting periods, and upon request, provide the chairperson and the Board with an account of transactions by the Treasurer and of the financial condition of the organization.

Attendance and participation at meetings

- Attend regularly and on time.
- Read board package before attending the meeting.
- Be well informed on all agenda items.
- Be present and engaged in discussions.
- Contribute knowledge and express points of view based on experience.
- Use technology appropriately and not hinder the business of the Board.

Decision-making

- Display a forward-looking attitude based on a confident expectation of growth and development in the organization and its programs.
- Ensure the best interests of the organization are placed at the forefront of all decisions.
- Accept other board members with an appreciation of their strengths and encouragement in their learning.
- Respect the right of other board members and staff to disagree and give a fair hearing to their points of view.
- Endeavour to keep disagreements and controversies impersonal and to promote unity.
- Contribute to conflict resolution, keeping it in perspective in terms of the larger purposes of the organization.
- Accept that decisions must be made by majority vote and will at times go against one or more members. Support all decisions made by the Board.

Governance

- Focus discussion on the governance of the organization.
- Set governance strategy to drive the future of the organization.
- Use a governance framework (policies, vision, budgets, etc.) to drive organizational movement.

- Remain aware and consider the legal, strategic and fiduciary responsibility of their board roles.

Mission

- Share a clear understanding of and commitment to the mission of the organization.
- Approach board responsibilities in the spirit of a trustee—on behalf of consumers, funders, and the public at large.

Programs and services

- Keep well informed about the organization’s programs and services.
- Be aware of the needs of consumers, the community, and society.

Commitment

- All board member appointments will be a 2-year term unless otherwise stated.
- Board members will attend and participate in both board meetings and sit on mutually agreed upon sub committees of the Board.
- Board members will commit to 4 hours of ongoing professional development in relation to board best practices every calendar year.

Working Conditions

Meetings are currently being held virtually via Zoom. The office is wheelchair accessible and the Board Room is equipped with an induction loop for those who use hearing devices with a T-coil system and a large screen TV for captioning.

Diversity and Inclusion Commitment

We value diversity in the workplace because it allows us to better understand and meet the needs of our members and the communities we serve. We want to ensure every job applicant is treated fairly and with respect regarding race, national or ethnic origin, colour, religion, age, gender, sexual orientation, marital status, family status, disability or conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered.

If you are an interested applicant with a disability and would like someone to contact you about individualized application support, email us at chair@drcvictoria.com or call Lynn, Nomination Committee Chair, at 250-532-3908.

We respectfully acknowledge that my place of work is within the ancestral, unsundered, and unceded lands of the Songhees, Esquimalt, and WSANEC Nations.