

Canadian Public Relations Society of Vancouver Board of Directors – Director Job Description

Position: Treasurer (1)

Term: 3 years

Objectives of Role: Acts as the chapter's "financial watchdog" to ensure the Board is tracking on budget; reviews and manages CPRS Vancouver annual operating budget and monthly financial statements; ensures that CPRS Vancouver remains fiscally responsible; responsible for providing financial reports.

Board Member Expectations

Joining the Board of a non-profit organization is an exciting opportunity. Professional associations like CPRS Vancouver could not function without the skills, experience, knowledge and time that Board members contribute to their role, duties and responsibilities. CPRS Vancouver's goal is to ensure you have a positive and rewarding experience serving on the Board of Directors by broadening your networks and by providing opportunities to hone your leadership and strategic planning skills.

When you agree to join the CPRS Vancouver Board, it is important to recognize that you're making a commitment to the organization and your fellow Board members. Skills, competencies and expectations include:

- Commitment to the CPRS mandate and vision
- Making decisions in the best interest of the organization
- Understanding of the duties and responsibilities of Board members
- Understanding of the role and accountabilities of Board members
- Communication skills
- Reasoned decision-making
- Respectful of the questions and opinions of other Board members

Board Member Responsibilities

- Be an active member of CPRS
- Come prepared to participate in monthly Board meetings with an effort to attend in-person when scheduled
- Review Board reading materials, including monthly meeting minutes for accuracy
- Contribute monthly written status updates (in bullet form) of activity in your portfolio prior to Board meetings
- Share responsibility for the success of monthly meetings
- Discussions and decisions uphold the principles of fairness, good faith and transparency
- Decisions uphold CPRS Vancouver principles and vision
- Provide strategic counsel on overall Board goals, objectives and initiatives
- Can support and respond to fellow Board members' information requests in a timely manner (recommend within 48 hours)

Portfolio Responsibilities

The Treasurer is part of the executive committee (President, VP, Past President and Treasurer). The Treasurer is appointed by the President. Responsibilities include:

- Work with the executive committee to develop and adhere to annual operating budget
- Act as signing authority for CPRS Vancouver on all cheques on behalf of the Board (along with President and Vice-President)
- Work with chapters' paid accountant to receive monthly financial statements and then provide a monthly financial report to the Board of Directors at each Board meeting
- File all financial statements in the Board of Director's google drive account

- Act as the chapter's "financial watchdog" to ensure the Board is tracking on budget; flag any discrepancies or overspending in a timely manner
- Prepare a synopsis and report out to members at the AGM
- The President shall chair all Board meetings of the Directors, but if at any meeting the President is not present within 30 minutes after the time appointed for holding the meeting, the Vice-President shall act as Chair and, in the absence of both the President and Vice-President, the Treasurer shall be the Chair
- The Treasurer shall carry out the duties of the President during the absence of both the President and the Vice-President

Qualifications

Education and Experience:

- CPRS Board Directors must have a minimum of five years' experience working in the field of communications and/or public relations.
- Experience relevant to volunteer management and community engagement desired.
- Demonstrable experience in leading, mentoring, coaching or supervising volunteers and practicum students.

As part of our commitment to be a more equitable, diverse and inclusive association, we encourage CPRS Vancouver members, including Black persons, Indigenous persons, women, gender diverse people, persons of colour, and persons with visible and invisible disabilities to apply for positions on the Board of Directors.