

Title: Assistant Treasurer, Finance and Audit Committee of LEAF (Volunteer)

Application deadline: December 15, 2022

Location: Anywhere in Canada

LEAF FINANCE AND AUDIT COMMITTEE (FAC) RECRUITMENT

The Finance and Audit Committee (FAC) of the Women's Legal Education and Action Fund (LEAF) is currently seeking a new committee member to serve as Assistant Treasurer.

About LEAF

LEAF is a national not-for-profit that works to advance the equality rights of women, girls, trans, and non-binary people in Canada through litigation, law reform, and public legal education.

Since 1985, LEAF has intervened in more than 100 cases that have helped shape the Canadian Charter of Rights and Freedoms. Our cases have resulted in landmark victories preventing violence against women and gender diverse people, eliminating discrimination in the workplace, allowing access to reproductive freedoms, and providing better maternity benefits, better spousal support, and the right to pay equity. Charter rights, in general, and section 15, in particular, have been tested and strengthened through the advocacy work of LEAF. To find out more, visit www.leaf.ca.

About the Finance and Audit Committee

The Finance and Audit Committee (FAC) is a Committee of the Board of Directors of the LEAF. The FAC is comprised of LEAF Directors and we are looking to add a non-Board member with specialized expertise and financial acumen to support the Treasurer and contribute to the work of the FAC.

The mandate of the FAC is to assist the LEAF Board of Directors in fulfilling its oversight responsibilities for financial performance and reporting, internal control, the audit process, risk management processes and sound governance and business practices in accordance with LEAF's Strategic Plan. The FAC provides strategic guidance on investment management, oversees the annual audit and provides advice to the Executive Director and Director of Operations as requested on the financial management of the organization.



About the Assistant Treasurer Role

We are seeking a volunteer non-Board member for the FAC to serve as Assistant Treasurer, supporting the Treasurer in executing her duties and building valuable experience that will position the Assistant Treasurer for future Treasurer position opportunities at LEAF or otherwise.

LEAF's Treasurer is responsible for overseeing the management of finances of the organization, including the Board's review of, and action related to, financial responsibilities. The Treasurer ensures the appropriate financial reports are made available to the Board and regularly reports to the Board on key financial events, trends, concerns, and the assessment of LEAF's fiscal health. The Treasurer also provides oversight in staff's preparation of the annual budget for the Board's approval.

What We Are Looking For

- A post-secondary degree/diploma plus have a minimum of three (3) years of experience or an equivalent combination of education and experience
- A professional accounting designation (CA, CMA, CGA, or CPA)
- Experience preparing and presenting financial information
- Experience preparing for an audit and dealing with an auditor
- Experience in the non-profit sector is an asset
- Board experience with financial management reporting practices is an asset
- Committed to LEAF's mission and passionate about gender quality
- Interested in the opportunity to serve as a future Treasurer and member of the Board of Directors at LEAF
- Have exceptional problem solving and analytical skills
- Be organized, self-motivated, committed to quality, detail and results-oriented

Time Commitment

Members of the FAC are expected to be available for one virtual hour-long meeting each month, plus some time for work that may be assigned between meetings.

Your Application

We invite interested applicants to email your resume and a cover letter that speaks to what draws you to the work of LEAF and what you would bring to the Assistant Treasurer position to Katherine Rivington, Chair of the FAC at nominating@leaf.ca.