

Board of Directors – Treasurer Role

Organization: BGC Charlottetown

Location: Charlottetown, PEI (Hybrid – remote/in-person meetings)

Position Type: Volunteer Board Position

Time Commitment: ~5 hours/month (Additional 5–10 hours during tax season)

Term: 3 years, renewable

About BGC Charlottetown

At BGC Charlottetown, we believe every young person deserves a safe place to discover their potential. As a proud member of BGC Canada, we provide inclusive, accessible, and empowering programs that support the well-being and growth of children and youth in our community.

We are a registered charity governed by a volunteer Board of Directors, and we are currently seeking a dedicated individual to serve as Treasurer and support the organization's financial oversight and accountability.

Position Overview: Treasurer (Board of Directors)

The Treasurer plays a critical leadership role in the financial stewardship of BGC Charlottetown. Working closely with the Executive Director, the Treasurer provides expert financial guidance and ensures sound fiscal practices are in place to support the organization's mission.

Key Responsibilities

- Attend and actively participate in monthly board meetings.
- Serve as the Board's lead on financial oversight and reporting.
- Work closely with the Executive Director to review and interpret:
 - Monthly financial statements
 - Budgets and forecasts
 - Annual audit and year-end preparation
- Be available to the Executive Director as a financial resource and advisor.
- Ensure the organization adheres to CRA requirements and financial best practices.

- Support the preparation and presentation of financial updates to the full Board.
- Recommend financial policy improvements as needed.

Qualifications

We are looking for a candidate who:

- Holds a CPA designation .
- Has experience in financial management, accounting, or nonprofit finance.
- Demonstrates understanding of non-profit governance and fiduciary responsibility.
- Is values-aligned and passionate about creating opportunities for young people.
- Can communicate financial matters clearly to both financial and non-financial stakeholders.

What You'll Gain

- A meaningful opportunity to make a positive impact on youth in Charlottetown.
- A collaborative, community-minded board culture.
- Experience in nonprofit governance, leadership, and community impact.
- The opportunity to contribute to strategic growth and long-term sustainability.

How to Apply

Please submit a brief letter of interest and your resume to

Boardrecruitment@bgcharlottetown.com

Subject line: *Board Treasurer Application – BGC Charlottetown*

Application Deadline: April 25, 2025