

Volunteer Treasurer

COMPANY DESCRIPTION

We are a non-profit organization with over 1,000 members and a 25-year history of providing programs and services that are affordable and accessible to a wide cross section of community members. Our mission is to enrich and empower the diverse communities of Northern Hills through advocacy, providing programs and services, supporting opportunities for engagement and therefore enhancing quality of life.

DESCRIPTION

The Treasurer is an executive volunteer position offered by the Northern Hills Community Association (NHCA) Board of Directors. It is accountable to the President or the Board of Directors. Governed by the Mission Statement and working within the policies and procedures of the Association, the Treasurer alongside the Finance Committee work on establishing sustainable and diverse revenue generation, oversees financial activities, and supports fundraising initiatives.

- Unpaid Volunteer Position
- Start Date: ASAP
- Remote Work, Flexible Hours
- Time Commitment: Average of 1-2 hours per week
- Length Commitment: Elected term of 2 years

RESPONSIBILITIES

- Chair and facilitate the Finance Committee.
- Give monthly reports to the Board on the financial state of the Community Association.
- Act as signing officer, with another officer, for cheques and other documents.
- Support and participate in special events and fundraising activities.
- Ensure development and board review of financial policies and procedures.
- Collaborate with the NHCA Bookkeeper, Executive Director, and the Board of Directors.
- Oversee annual budget and provide it to the Board.
- Support Bookkeeper in annual audit work.
- Perform other duties prescribed by the Board or by the President.

REQUIREMENTS

- Resident of the Northern Hills community: Country Hills, Country Hills Village, Coventry Hills, Harvest Hills, or Panorama Hills.
- Knowledge and understanding of NHCA is much preferred over educational and professional background
- Volunteer experience preferred but not required.
- Collaborative and Team working mindset and skillset.
- Excellent time management skills and ability to multi-task and prioritize work.
- Attention to detail and problem-solving skills.
- Excellent English written, verbal, and proofreading skills.
- Strong organizational and planning skills.
- Proficient in MS Office 365.

DIVERSE

VIBRANT

INCLUSIVE

SUSTAINABLE



11950 Country Village Link NE Calgary, Alberta T3K 6E3

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Serving Country Hills, Country Hills Village, Coventry Hills,
Harvest Hills and Panorama Hills

BENEFITS OF VOLUNTEERING

- Receive an NHCA Membership (local business discounts, program discounts and more!)
- Join a community platform to pursue your passion and make a difference in your community.
- Gain volunteer hours and a deeper connection with the Northern Hills community.
- The opportunity to network with a talented leadership team and Board.
- Continue to develop interpersonal skills or apply your skills to help your community.
- Professional growth and development in finance, management, public speaking/presentation skills, etc.

APPLICATION

If interested, please send us your Statement of Intent at volunteer@nhca.ca.

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, degree completion, or disability status.

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