



## Board Treasurer, Volunteer Opportunity

Are you interested in making an impact on a global scale?

Heart Links Lazos de Corazón is recruiting a treasurer who is committed to community, social justice and our global welfare.

Connecting local to global, Heart-Links works in solidarity with partner organizations in northern Peru as they address the root causes of poverty and social injustices in their communities. We finance and accompany initiatives in education, leadership training, women's empowerment and health, among others. We also organize an annual trip to northern Peru for people who are interested in learning what it feels like to walk in solidarity with people from another part of the world.

Registered charity # 865967517RR0001

### 2020 highlights:

- [Supporting People with Disabilities](#)
- [Environmental Action Plan](#)
- [Leadership Training](#)
- [Men for Gender Equity](#)
- [COVID-19 Response](#)

Visit [www.heart-links.org](http://www.heart-links.org) for more details.

### Board profile:

- 9 to 12 community members
- One part-time staff (3 days a week)
- Governed by the Not-for-Profit Corporations Act

### Duties:

- Chair the Finance Committee
- Work collaboratively with the board chair
- Liaise with investment and bank account managers and external accountants
- Prepare the annual budget
- Advise the board on financial matters
- Prepare and provide to our external accountants a year-end (December 31) file for review and the necessary information for preparing our annual Charity Information Return
- Oversee the bookkeeper
- Monitor cash flow to ensure all needs are met, including our investment needs

- Periodically review investment activity
- Prepare and send international wires
- Act as one of two signers or authorizers for cheques, payroll and credit card payments
- Add, update or remove EFT profiles
- Perform other duties, as assigned

**Time commitment:**

- 3-year term, renewable
- 5 board meetings a year (September, November, late January, March and June), typically on a Wednesday, from 5:30 p.m. to 7:00 p.m., and the AGM in May
- One executive meeting per month (except in summertime)
- Biannual meetings of the Finance Committee (typically by email)
- Average time commitment is 1 to 2 hours per week, most of it by phone or email

**What we're looking for:**

- Knowledge of financial reporting, accounting and analysis
- Knowledge of budgeting, including budget setting and monitoring
- Understanding of basic internal controls
- A commitment to social justice and international development
- Previous board experience is welcome but not required

The successful applicant will be required to present a Criminal Records and Judicial Matters Check (available from your local police services) before assuming the position.

Please send letter of interest and resume to [info@heart-links.org](mailto:info@heart-links.org) by February 28, 2021.