

## Bike Victoria Society Board of Directors - Treasurer Position

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The Bike Victoria Society (“Bike Victoria”) is a new not-for-profit society arising from the formal merger in 2019 of the Greater Victoria Cycling Coalition and Greater Victoria Bike to Work Society. The Society is seeking a community leader with experience and expertise in financial management to volunteer to serve on its Board of Directors as Treasurer.

### Preferred Qualifications:

The Treasurer is a voting member of the Board of Directors of the Bike Victoria Society. The Treasurer also serves on the Executive committee of the Board of Directors. They are accountable to the Board for the fulfillment of the duties and responsibilities outlined below.

To be eligible to serve on Bike Victoria’s Society’s Board, all candidates must:

- Be at least 18 years of age;
- Have demonstrated experience and expertise in financial management and business strategy with a high level of professionalism and financial integrity;
- Understands financial management and related accounting requirements for not-for-profit groups such as Bike Victoria;
- Have a passion for the environment, sustainability and human powered transportation;
- Have professional accounting and financial management competencies – ideally a CPA or an individual working towards this designation;
- Be a member in good standing of the Bike Victoria society; and
- Not have an undischarged bankruptcy.

### Role Description:

The Treasurer will work closely with the Executive Director and Board to promote good fiscal planning, decision-making and oversight at a governance level. The expected time commitment is in the order of ten hours per month.

The Treasurer's duties include:

- Ensuring that the **Board and Executive are fully accountable** to the membership of Bike Victoria for efficient, effective and transparent management of the financial resources available as well as supporting the Board in **the fulfillment of its fiduciary duties**;
- Exercising primary responsibility for the **development of high-level financial policies** and approval by the Board;
- Preparing with the Executive Director, the **annual budget** and its presentation to the board for review and approval;
- Ensuring that the organization maintains the **up-to-date and accurate financial books** and records as required;
- Working with the Executive Director, prepares **monthly financial statements for Board review** including balance sheet and income/expense statements that are compared against the approved budget levels – alerting the Board to any significant budget variances or other financial issues;

- **Preparing annual financial report** for external audit as required and for review, for approval by the Board and supporting the presentation of the annual report to the membership at the Society's Annual General Meeting.
- Ensuring that the Board **regularly monitors the organization's financial performance** through developed key performance indicators;
- Managing the **recruitment and retention of external audit** resources as may be required under the BC *Societies Act* or by Bike Victoria funders;
- Ensuring that any **government financial reporting, payroll, tax filings or remittances are submitted** on a timely basis;
- Ensuring that **donations and grants to the Society are handled appropriately** and that associated service delivery contracts are accounted for in accordance with good financial reporting and the reporting requirements of funders;
- **Receiving and banking monies** collected by Bike Victoria and **reconciling the Society's bank account** on a monthly basis and ensure good financial management practices are followed – serving as a **co-signer of cheques** with the Executive Director and Board Chair; and
- Ensuring that all Bike Victoria **assets are properly recorded**, held and managed

30 January 2020

