



Volunteer Job Description

Job Title/Role: Treasurer - Board Director

Overview: Established in 1994, Toronto Cat Rescue (TCR) is a volunteer-driven, registered non-profit cat rescue in Southern Ontario. As the one of the largest rescue groups in Canada, TCR has a prominent place in cat rescue in Canada. TCR receives no government funding - we operate on our adoption fees, private donations, and grants. While we have Toronto in our name, over the years TCR expanded in geography from as far east as Whitby to as far west as Oakville. TCR also operates a Kitchener-Waterloo Chapter. TCR has no shelter. We are a network of volunteer foster homes that care for the cats we rescue until they are adopted. With an annual budget of just under \$1 million and about 900 dedicated volunteers, it is led by a Board of Directors, plus the Executive Director (ED).

Goal: To oversee the long-term strategic planning, governance, and fiduciary health of Toronto Cat Rescue. The Treasurer will monitor the organization's financial measures, controls and procedures and make recommendations to the Board and Executive Director when changes are required.

General Role Information:

Reports to:	Board Chair	Board Leader:	Sarah May
Trainer:	Board members	Team:	Board of Directors
Hours per Week:	1-3 hours	Schedule:	One-three meetings per month
Work Location:	N.A.	Required Experience or Education:	<ul style="list-style-type: none">- Financial management- Audit- Accounting- Financial Oversight- Detail oriented- Risk management
System Access Required:	Access to email Computer with a microphone	Other Job Requirements:	Attend all board meetings Manages the audit process Reports to board on fiscal health of TCR

Role of the Board of Directors:

- The Board provides oversight of TCR and acts in the best long-term interests of the organization, its volunteers, and its cats.
- Day-to-day operations are led by the Executive Director and works with the Board to ensure the success of the organization.

Collectively, the Board:

- Oversees the development and oversight of the strategic plan (mission, goals and objectives).
- Ensures that financial and operational plans align with the strategic plan, ensuring adequate resources for cat care.
- Establishes, reviews and monitors policies that guide operational practices and confirms that effective controls are in place to guarantee the health and welfare of the cats, maintain the organization's assets, uphold a positive public image, and manage operational, reputational and financial risk.
- Assists in planning and achieving financial goals, which includes working to a specified budget and revenue generation (i.e. fundraising). Oversees the preparation of, reviews and approves the budget and financial statements.
- Approves audit reports and material business decisions while being informed of, and meeting all legal and fiduciary responsibilities.
- Ensures that performance measures and targets are established and monitored, and that they are both realistic and challenging.
- Recruits, retains and releases the ED and sets the terms of employment contract, participates in the evaluation of the ED, and ensures a strong succession plan is in place.
- When necessary, directs corrective action be taken by management and arranges for audits as needed.

Individual Directors are accountable to the Board as a whole. The Board is accountable to the volunteers and donors of TCR and the broader animal welfare community.

Director Responsibilities:

Directors operate as part of a team with a diverse set of skills and experiences. Individual Board members do not represent TCR unless given such authority by the Board. Board members must act in the best long-term interests of the organization and community. They contribute to informed decision-making using their skills, knowledge and experience. Every member of the Board of Directors is expected to:

- Prepare for and attend all Board meetings and participate and meaningfully in all conversations and decision of the Board.
- Serve one committee and actively participate in special assignments/tasks as needed.
- Maintain basic knowledge of animal welfare and their professional area(s) of expertise and propose strategies to solve problems.

- Contribute personal knowledge and experience positively in discussions and strive to reach decisions through constructive discussion and consensus.
- Use discretion to ask for further information or different advice, how to debate a matter constructively and how to compromise or resolve differences.
- Protect confidential and sensitive information and support decisions of the Board.
- Support TCR personally and financially (commensurate with their capacity), participate in special events and fundraising opportunities, and develop connections in the community.
- Act with integrity and honesty and model behaviours for staff, volunteers, and the public. This means abiding by the by-laws, code of conduct and other policies that apply to the Board and the organization; it also means maintaining a high standard in all personal animal care responsibilities.
- Monitor and oversee the budget and day-to-day financial activities of the organization.
- Meet regularly with the finance team to ensure proper financial controls are in place and effective.

Requirements and expectations:

Directors are selected by the existing board to serve for a three year term.

- Must be 18 years or older
- Must not have been convicted of animal abuse or be an undischarged bankrupt
- Must attend all board meetings
- Must be willing to attend fundraisers and other events
- Must be willing to serve a term of three years
- Must participate on one board committee
- Lead the finance committee

Knowledge and Experience:

The Board of Directors represents a diverse set of skills and experience. The Treasurer must have skills in these areas:

- Financial management/oversight
- Audit
- Accounting
- Risk management

In addition, individual Directors should have skills/experience in one or more of the following areas:

- Professional skills (including legal, accounting/finance, communications/marketing, fundraising, human resources, government relations, medical/veterinary, management/administration, etc.)
- Developing and monitoring the effectiveness of policies and strategic plans

- Assessing and mitigating risks facing charitable organizations (such as financial, legal, operational and reputational risks)
- Philanthropy, grant writing, fundraising & generating funds
- Reviewing and evaluating financial data and the use of financial controls
- Strong networks and connections to diverse communities plus an ability to cultivate relationships that advance the organization
- An understanding of the charitable sector and/or the animal welfare environment

In addition, Directors should demonstrate:

- The ability to communicate and work well with others to reach decisions through constructive conversations and consensus.
- A passion for animals and an understanding of how they enrich lives and contribute to a better society.