



Secretary-Treasurer

Key Selection Criteria

Recent and significant experience in financial oversight, including all banking matters.

Roles and Responsibilities

- ✿ Member of the National Board of Directors;
- ✿ Develop an annual operating budget for consideration and approval by the Board;
- ✿ Ensure full and accurate accounts of the assets, liabilities, receipts and disbursements of the fmi*igf, and render to the Board and members an accounting of all transactions of the fmi*igf and a statement of financial position;
- ✿ Oversee the preparation of the agenda for meetings and of the minutes of all formal meetings of the fmi*igf;
- ✿ Give notice of meetings to Directors and members; and,
- ✿ Be the custodian of the corporate seal, official papers, records, correspondence and contracts of the fmi*igf.

Essential Competencies

- ✿ Advanced accounting skills;
- ✿ Excellent communication skills;
- ✿ Leadership skills;
- ✿ Knowledge and experience regarding non-profit and volunteer organizations (not limited to fmi*igf experience); and,
- ✿ Community experience and knowledge of fmi*igf services.

Desired competencies

- ✿ CPA designation;
- ✿ Governance and strategic thinking;
- ✿ Previous experience serving on boards (either for-profit or non-profit);
- ✿ Current or prior chief executive officer, chief operating officer, or chief financial officer level experience (either for-profit or non-profit);
- ✿ Analytical and problem solving skills; and,
- ✿ Experience with large and complex organizations.

Desired Skills

- ✦ Finance, financial systems, audit, legal.

Term

Two (2) year term.