



EYA
**ENVIRONMENTAL
YOUTH ALLIANCE**

HELPING CHILDREN AND YOUTH DISCOVER THEIR INNER NATURE

Volunteer Job Posting: Treasurer

Environmental Youth Alliance (EYA) seeks a community leader with experience and expertise in accounting and finance—plus passion for the environment, sustainability initiatives, and youth education—to join the Board of Directors as Treasurer. We are looking for someone that has professional accounting and finance competencies. Accounting Designation is not required, but preference to CPAs, or individuals working towards their CPA are preferred.

EYA is a non-profit charity that cultivates transformative nature experiences for children and youth in urban environments to foster community connectedness, build ecological leadership skills, and enhance their well-being. We work to engage and empower youth to create meaningful, positive action for our community and environmental health.

To learn more about EYA and our programming, please visit www.eya.ca.

Commitment

- Attend Board meetings. The Board of Directors meets every 4-6 weeks and meetings typically last 2-3 hours.
- Willingness to devote an average of 5-7 hours per month to EYA business above and beyond Board meetings, including participation in accounting and finance activities, and other Board Committees
- Participate in Board special events and meetings, typically two to four per year.
- Represent EYA at community outreach events (minimum of two per year).
- Fulfill a two-year term, which may be renewed (pending approval of the Board and EYA members at the AGM).
- Currently, the Board is a working board focused on strategic planning, fundraising activities and establishing policies and procedures to support the long-term success of the organization.

Specific Responsibilities for Treasurer

- Provide guidance to bookkeeper and Executive Director on accounting and finance transactions.
- Interact with external auditor and support the organization through annual audits.
- Assist in presenting quarterly financial statements & annual budget to the Board of Directors.
- Participate in creating sustainable annual budgets for the organization.
- Develop, revise, and review the organization's fiscal policies and procedures.

General Director Responsibilities

- Advise, govern, oversee policy and direction, and assist with the leadership and general promotion of EYA to support the organization's mission.
- Participate in Board Committees.
- Participate in EYA fundraising activities including developing and maintaining relationships with donors and pursuing new fundraising opportunities.



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- Participate in community events on behalf of EYA.
- Be alert to community concerns that can be addressed by EYA's mission, objectives, and programs.
- Remain up to date with relevant legislation and policies.
- Keep in touch with the general needs and concerns of EYA's operations.
- Help communicate and promote EYA's mission and programs to the community.
- Monitor organizational finances, including adoption and oversight of the annual budget, and financial resources and needs.
- Understand the policies and procedures of EYA and formulate policies where needs arise.
- Financially support EYA through donor plan in a manner commensurate with your ability.
- Conduct periodic evaluations of EYA operations and programs with a view to improvement.
- Ensure succession planning for the Board of Directors.

Skills

- Professional expertise in accounting and finance.
- A high level of administrative, organizational, and leadership skills.
- Knowledgeable of board governance and previous board experience is considered an asset.
- Able to work independently and as part of a team.

How to Apply

To apply for this position, submit a résumé and cover letter outlining your interest and experience to Nelson Lamb, Treasurer, EYA Board of Directors: nelson.g.lamb@gmail.com. Applications will be accepted on a rolling basis until November 17. We may opt to meet with suitable candidates before the deadline, so candidates are encouraged to apply early!