



THUNDER BAY AND AREA VICTIM SERVICES  
**SEEKING A TREASURER POSITION ON THE BOARD OF DIRECTORS**  
**Volunteer Board of Directors Position Description**

**Vision:** Committed to compassionate reliable victim-centred services.

---

**Mission:** In pursuit of this vision, Thunder Bay and Area Victim Services provides immediate trauma informed support in partnership with emergency services.

Thunder Bay and Area Victim Services provides trauma informed support through short term emotional support, providing referral to wanted services, while providing advocacy and practical assistance to victims affected by crime and tragic circumstances. 24/7 365 days a year crisis line service.

**Purpose:**

To provide leadership, direction and strategic planning to a non-profit agency

**Volunteer Benefits:**

- ◆ Receive experience in Policy Governance Board Model
- ◆ Participate in decision making for a valuable community service
- ◆ Enhance your communication skills
- ◆ Receive recognition
- ◆ Meet fellow compassionate citizens
- ◆ Help reduce the impact of tragedy for victims in our community

**Goals and Responsibilities:**

- ◆ Participate in monthly Board meetings 10 times per year, and Annual General Meeting
- ◆ Review and approve necessary funding submissions to Ministry of the Attorney General, and be open to other fundraising opportunities.
- ◆ Participate in Ad hoc committees

**Limits and Boundaries:**

- ◆ Maintain strict confidentiality
- ◆ Follow all board policies and procedures

**Qualifications:**

Thunder Bay and Area Victim Services requires volunteers with the following abilities and or commitment to learning necessary skills:

- ◆ Minimum 18 years of age
- ◆ Demonstrated leadership abilities
- ◆ Strong verbal and non-verbal communications skills
- ◆ Ability to work as a team member
- ◆ Interest in community liaison
- ◆ Knowledge of or willing to learn about policy governance and its responsibilities
- ◆ Willingness to complete a criminal records check
- ◆ Must not have been a staff member, client or TBAVS volunteer in the previous year.

### **Treasurer Role:**

The Treasurer works collaboratively with the Chair, Vice-Chair, Secretary and the Executive Director to support the Board in monitoring and achieving its fiduciary responsibilities.

- 📖 Reviews the annual and projected financial position of the Corporation
- 📖 Reviews the internal controls of the Corporation
- 📖 Reviews the results of the annual audit and any recommendations in the Management Letter, if any
- 📖 Evaluates the performance of the Auditor and recommends contract extensions or changes to the audit firm
- 📖 Maintains a high standard for Board conduct and upholds policies and By-Laws regarding Directors' conduct, with particular emphasis on fiduciary responsibilities
- 📖 Serves as a member to other Directors
- 📖 Presents to the Members at the annual meeting as part of the annual report, the financial statement of the Corporation approved by the Board together with the report of the auditor
- 📖 Performs such other duties as may from time to time be directed by the Board.