

Volunteer Board of Directors - Treasurer

West Coast Environmental Law is seeking a volunteer Treasurer to join the boards of our three provincially-incorporated societies.

Application Deadline: Position will remain open until filled

West Coast Environmental Law harnesses the power of law to solve complex environmental challenges. Our non-profit team of lawyers, analysts and communicators is committed to transforming the legal landscape in ways that are more sustainable, more democratic and more just, with a particular focus on collaborative legal strategies that bridge Indigenous and Canadian law. Board candidates should demonstrate a strong alignment with the [mission and values of West Coast](#).

Responsibilities

In addition to participating in all aspects of board governance, the Treasurer, together with the board finance and audit committee, is responsible for:

- attending brief monthly finance and audit committee meetings (typically <30 min) to review financial statements, quarterly budget reforecasts prepared by staff and discuss matters noted below;
- providing strategic direction to the Executive Director in relation to preparation of the annual budget and other financial matters as requested;
- reviewing the annual budget prepared by staff;
- recommending the annual budget to the boards for approval (with the support of the Executive Director);
- presenting monthly financial statements to the boards of directors at bi-monthly board meetings, or in-between board meetings to the board executive committee (with the support of the Executive Director);
- meeting with West Coast's auditors on an annual basis, and recommending the approval of the audited statements to the board of directors; and,
- attending bi-monthly board meetings (total of five evenings a year), and a strategic planning retreat once every four years.

Qualifications

An individual with strong environmental values and a background in accounting and/or financial administration, particularly in the charitable sector, would be a good fit for this role. Previous non-profit board experience would be an asset.

Time Commitment: 5 hours monthly (average).

Travel to Vancouver is covered for out-of-town board members for the AGM and one other meeting each year subject to public health guidance, with a zoom option for other meetings.

TO APPLY:

Please send us a letter setting out why you'd like to be West Coast Environmental Law's next treasurer and your relevant experience. Please submit your CV and letter to admin@wcel.org quoting "Volunteer Board Treasurer" in the subject line.

Visit our website: www.wcel.org