



**Society Promoting Environmental Conservation**  
*Practical solutions for sustainable cities*

## TREASURER AT SPEC

SPEC is looking for a Treasurer to join our team this Fall!

### **GENERAL TIMELINE:**

- Application received from September 1 to November 1
- Interviews are ongoing until November 15
- Annual General Meeting elections in late November.

SPEC continues to grow and we are looking for a team player that can help us enhance our internal and external financial reporting, improve our budget management, and become part of a passionate and proactive board of directors.

### **POSITION DESCRIPTION:**

SPEC is a member-based society with an elected Board of Directors and a dedicated team of staff and volunteers. The directors, members, staff and volunteers actively participate in SPEC's on-going projects. As a board member you will have the opportunity to contribute to the governance of the organization as well directly impact our work in the community. This role requires a time commitment of 6 to 8 hours per month to prepare and attend monthly board meetings, participate in email discussion and decisions, and carry out the Treasurer tasks, which includes reporting to the board on a monthly basis on SPEC's financial performance. As the new Treasurer you will transition into the role with the support of the Executive Director and other board members.

We are looking for a candidate that is passionate about protecting our planet and supporting a sustainable way of life in our communities. We value diversity and inclusion in our teams and we encourage all qualified people to apply.

Please note that this is a volunteer position. For more information about our organization, please visit our website at [www.spec.bc.ca](http://www.spec.bc.ca)

**SPEC**

2305 West 7<sup>th</sup> Ave, Vancouver, BC, V6K 1Y4 – 604-736-7732 | [admin@spec.bc.ca](mailto:admin@spec.bc.ca) | [www.spec.bc.ca](http://www.spec.bc.ca)



**Society Promoting Environmental Conservation**  
*Practical solutions for sustainable cities*

### **DELIVERABLES/DUTIES:**

Foremost, the Treasurer is a member of the Board of Directors and therefore is expected to:

- Attend monthly meetings of the board. Meetings are 2 hours long.
- Participate in board discussions and decisions both at meetings and via email.
- Be involved in other ways such as joining working committees (for example: Waste committee, fundraising, special events, etc.)

The Treasurer's role is to:

- Liaise with Executive Director and accountant to oversee and manage the finances of the organization.
- Assist SPEC's Executive Director in the writing and tracking of annual budgets and projections as well as finance-related documents such as the annual Charity Information Return.
- Ensure the development and Board review of financial policies and procedures.
- Present monthly financials to the Board.

### **QUALIFICATIONS:**

- Experience with financial statements including budget projections, balance sheets, income statements, and cash flow statements.
- Experience working in a non-profit environment is preferred but not essential; interest in working in a non-profit environment is essential.
- Experience in developing financial and non-financial performance indicators is an asset.

### **OPPORTUNITIES AND BENEFITS**

- Learn and gain professional experience in a leadership role in the non-profit sector.
- Grow your personal network by meeting and working with new people in the environment/sustainability domain.
- Personal satisfaction of contributing to a non-profit community organization.

If you are interested please send your resume and cover letter to [admin@spec.bc.ca](mailto:admin@spec.bc.ca)  
We value diversity and inclusion and encourage all qualified people to apply

**SPEC**

2305 West 7<sup>th</sup> Ave, Vancouver, BC, V6K 1Y4 – 604-736-7732 | [admin@spec.bc.ca](mailto:admin@spec.bc.ca) | [www.spec.bc.ca](http://www.spec.bc.ca)