# Treasurer, Port Coquitlam Community Foundation Board

**3-6 Year Term |Volunteer**

Are you an experienced leader with a strong commitment to community impact? The Port Coquitlam Community Foundation (the Foundation) is seeking a new **Treasurer of the Board** to guide it into its next chapter of growth and community support.

As Treasurer, you provide financial leadership and oversight for the Foundation, including leadership of the Finance Committee, helping the Board fulfil its fiduciary responsibilities. The role supports sound financial planning, transparent reporting, regulatory compliance, risk management and long-term sustainability. If you're ready to join a dynamic and committed board, we invite you to apply.

*Please note that this is a volunteer role and is not compensated.*

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## About the Foundation

The Port Coquitlam Community Foundation is a registered charity that connects donors with local initiatives to enhance community well-being. Through grants, partnerships, and leadership, the Foundation supports charitable causes and community programs in Port Coquitlam.

The Foundation was established by Mayor and Council in 2012 to raise, manage, and distribute funds for initiatives and programs that benefit Port Coquitlam citizens but are beyond the scope of local government. The Foundation is committed to building a diverse board that reflects the community it serves. We welcome applications from racialized, LGBTQ+, differently abled, and gender-diverse Canadians, First Nations, Métis, and Inuit peoples, as well as youth 18 years of age or older who live or work in Port Coquitlam. Learn more about us at: www.pocofoundation.com

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## Treasurer Responsibilities

In addition to fulfilling all general board member responsibilities (below), the Treasurer:

- **Leads financial planning and budgeting:** Provide oversight and guidance in the development of realistic, transparent budgets aligned with the Foundation's strategic goals and operational needs. Monitor performance against approved budgets and support the Board in understanding significant variances, financial pressures and emerging risks.
- **Oversees financial reporting:** Provide the Board with financial reports at least quarterly, including an executive summary and full financial statements covering income, expenses, assets, liabilities and other relevant performance indicators. Oversee financial reporting to fund holders.
- **Provides expenditure oversight:** Work with City staff to provide appropriate oversight of Foundation expenditures. Review and approve invoices and Board or staff expenditures in accordance with established policies, procedures and authorization limits.
- **Oversees internal controls and risk management:** Oversee the development, implementation and periodic review of risk-management strategies, internal controls, and documented policies and procedures. Confirm that policies, procedures and controls are appropriate, documented, and operating effectively to safeguard assets, prevent fraud or misuse of funds, and mitigate identified financial risks.
- **Supports financial & regulatory compliance:** Maintain awareness of legislative and regulatory changes affecting the Foundation's financial operations and provide oversight to support compliance with applicable tax laws, accounting standards, Canada Revenue Agency requirements and charitable-sector reporting obligations.

- **Provides investment oversight:** Participate in investment decisions in accordance with the Foundation's investment policy, and review investment performance to assess financial returns and alignment with Board-approved objectives.
- **Coordinates strategic financial planning:** Collaborate with Board members to develop long-term financial strategies aligned with the Foundation's mission and goals.
- **Provides strategic advice:** Help the Board assess the Foundation's funding model, activities, financial health, performance and sustainability, and support the Board in meeting its fiduciary duties.
- **Supports year-end financial reporting:** Provide oversight of the Foundation's year-end financial reporting process and liaise with the Foundation's external accountant/auditor, as appropriate. Review year-end financial statements and related recommendations before presentation to the Board.

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## Skills, Experience & Attributes

- Chartered Professional Accountant (CPA) designation, with strong financial acumen and experience in financial reporting, budgeting, internal controls and regulatory compliance.
- Strategic thinker with sound judgment and the ability to translate complex financial information into clear, practical insights for Board members.
- Strong leadership, communication and relationship-building skills, with the ability to work collaboratively with Board members, staff, external advisors and community partners.
- Commitment to the Foundation's mission and to strong governance, transparency and accountability.
- Knowledge of Canada Revenue Agency requirements and financial reporting obligations applicable to registered charities; previous experience as a Treasurer or Board member within a charitable or nonprofit organization is an asset.
- Knowledge of, or experience in, philanthropy, fundraising, investment oversight and the charitable sector is an asset.

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## Board Member Expectations

All board members, including the Treasurer, are expected to:

- Attend and actively participate in bi-monthly board meetings and other engagements as needed.
- Promote the Foundation in the community and act as an ambassador to potential donors and partners.
- Make a personal financial contribution annually, to the best of their ability.
- Participate in community events, such as PoCo May Days, Downtown PoCo Car Show, the annual Community Shredding event, and Celebrate PoCo.
- Act in accordance with ethical and fiduciary responsibilities.
- Pass a criminal record check

### Treasurer Expectations

In addition to the above, the Treasurer is also expected to:

- Chair monthly Finance Committee meetings
- Maintain an effective working relationship with the Executive Director, City staff and external financial advisors, as appropriate.
- Commit 10-15 hours per month to foundation duties, including attending meetings and events (which may be scheduled during daytime, evening and weekend hours), and preparation time.

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**Term & Application Information**
Board members are elected annually at the AGM in June; they typically serve a three-year term and may serve a maximum of six consecutive years.

This is a volunteer role and is not compensated.

**We are seeking to fill this position as soon as possible and would ideally have the new Treasurer in place in early 2027.**

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**How to Apply**
Please send the following to Anna Wilczewski, Executive Director, at **anna@pocofoundation.com**:

- A current CV
- A brief introduction including:
    1. Why you're interested in the Treasurer role and supporting the PoCo Community Foundation.
    2. Your relevant financial, board, leadership and/or volunteer experience.
    3. Skills or perspectives you bring and how they would support the foundation's mission.

Applications will be reviewed as received, and shortlisted candidates will be invited for an in-person meeting.