

POSITION PROFILE

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| Position Title: | Treasurer <i>(Expect to spend minimum 8-10 hour/month. Additional time during onboarding and year end).</i> |
| Location: | Calgary, Alberta |
| Date Revised: | January 2026 |

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| POSITION SUMMARY: | <p>The Treasurer provides financial governance, oversight, and operational leadership for the Chapter. Acting as a strategic partner to the Board, the Treasurer ensures sound financial controls, transparent reporting, and effective financial operations through oversight of bookkeeping and coordination with external accounting services.</p> <p>In summary: Financial steward + Operational integrator</p> <p>Term: Two (2) years</p> |
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| CORE RESPONSIBILITIES: | Estimated % time |
|---|-------------------------|
| <p>Board Leadership</p> <ul style="list-style-type: none"> Actively participate as a Board member in governance and strategic planning in support of the Chapter’s mission Support efficient Chapter operations by aligning financial processes with operational needs Maintain financial documentation in shared Chapter systems Contribute to continuous improvement of Board effectiveness and governance practices Attend chapter events as schedule allows | 25% |
| <p>Financial Stewardship & Governance</p> <ul style="list-style-type: none"> Advise the Board on financial health, risks, and implications of strategic decisions Ensure appropriate financial controls, policies, and risk management practices Lead development of the annual budget aligned to Chapter strategy and sustainability Monitor performance against budget; flag risks, trends, and opportunities Ensure safeguarding of Chapter assets and long-term financial viability | 25% |
| <p>Financial Operations Oversight</p> <ul style="list-style-type: none"> Provide oversight and direction to the Virtual Assistant responsible for bookkeeping ensuring completeness of revenues and expenses in chapter system of record Prepare and execute payments to ensure proper authorization and controls (expenses typically paid via e-transfer or chapter Visa credit card) Ensure regular bank and account reconciliations are completed and reviewed Oversee year end process including GST filings and routine statutory requirements – working with an external accountant Oversee and maintain banking relationships, signing authorities, and account administration <p><i>Execution is delegated; accountability remains with the Treasurer</i></p> | 25% |

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| <p>Compliance and Reporting</p> <ul style="list-style-type: none"> • Provide clear monthly financial reports to the Board • Coordinate with external accountants for year-end financial statements and filings • Present annual financial statements to members at the AGM • Ensure completion of required filings (ICF Global, Alberta Societies, etc.) • Maintain appropriate insurance coverage for the Chapter and Board. Maintain relationship with insurance provider/broker to understand the changing requirements for our association | 25% |
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| POSITION QUALIFICATIONS: | Mark X as applicable |
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| Certifications – Professional; Regulatory | Req'd | Asset |
|---|--------------|--------------|
| <ul style="list-style-type: none"> • Working towards or currently hold an ICF credential (ACC, PCC or MCC) | X | |
| <ul style="list-style-type: none"> • A member in good standing with ICF | X | |
| <ul style="list-style-type: none"> • Accounting, finance or business degree/certification | | X |

| Experience – Role-specific | Req'd | Asset |
|---|--------------|--------------|
| <ul style="list-style-type: none"> • Actively coaching, either internally (within an organization) or externally (having own coaching practice) • Experience with general accounting principles and/or financial reporting for a business or enterprise (includes experience with own business) | X | |
| <ul style="list-style-type: none"> • Previous experience working with a Board or in the non-profit sector | | X |
| <ul style="list-style-type: none"> • Excellent communication (verbal and written) and presentation skills | X | |
| <ul style="list-style-type: none"> • Natural affinity towards teamwork and interacting with others and building strong positive relationships | X | |
| <ul style="list-style-type: none"> • Ability to interpret and communicate financial results | X | |
| <ul style="list-style-type: none"> • Experience with general accounting principles and/or financial reporting for a business or enterprise (includes experience with own business) | | X |
| <ul style="list-style-type: none"> • Skills related to strategic thinking, big picture, and business development | X | |

| Technical Skills/Abilities (Technical Competencies) | Req'd | Asset |
|--|--------------|--------------|
| <ul style="list-style-type: none"> • Good MS Excel skills, and the ability to analyze and report financial results | X | |
| <ul style="list-style-type: none"> • General MS Office skills (Excel, Word, PowerPoint) | X | |
| <ul style="list-style-type: none"> • Accounting systems experience, particularly with Quickbooks Online <p><i>Note that without this background, the time requirements might increase</i></p> | | X |

What This Role Is / Is Not

This role is:

- ✓ Governance-focused
- ✓ Strategic and systems-oriented
- ✓ A blend of CFO-level thinking and COO-style oversight

This role is not:

- ✗ Day-to-day bookkeeping
- ✗ Tax preparation
- ✗ Transaction-level processing

| Activity | Treasurer | Virtual Assistant (Bookkeeper) | External Accountant | Board |
|---------------------------------|--------------|--------------------------------|---------------------|--------------|
| Financial governance & controls | A / R | I | C | A |
| Annual budget development | R | C | C | A |
| Monthly financial reporting | R | C | I | A / I |
| Day-to-day bookkeeping | I | R | I | I |
| Bank reconciliations | A | R | I | I |
| Payment processing | A | R | I | I |
| GST filings | A | R | C | I |
| Year-end financial statements | A | C | R | I |
| Regulatory filings | A | C | R | I |
| AGM financial presentation | R | I | C | A |
| Insurance coverage | R | C | I | A |

Legend:

- **R** = Responsible (does the work)
- **A** = Accountable (ultimate ownership)
- **C** = Consulted
- **I** = Informed

