



the Caring
and Sharing
Exchange

People helping people since 1915

About Us

The Caring and Sharing Exchange (C&SE) is an Ottawa-based charity which provides assistance to local families and individuals in need during difficult times of the year. Founded in 1915, the C&SE's mission is to provide our neighbours with relief and dignity in the most fair and efficient way possible. The backbone of the C&SE is the Coordination Service, which eliminates duplication of service amongst 250 local organizations to ensure equitable distribution of donor dollars in the community. In addition to the innovative Coordination Service, the C&SE is home to the Christmas Exchange Program, Sharing in Student Success Program and Kindness Week in Ottawa.

The C&SE Board of Directors is a positive and committed group of individuals who help guide the C&SE. We are currently looking to recruit a Treasurer who shares our enthusiasm for giving back to the community.

Join the Board of Directors as Treasurer!

As a Director you will help shape the strategic direction, policies, and overall governance of the C&SE.

Our ideal Treasurer will possess the following qualifications:

- Proven or demonstrated experience working with finances and accounting professionally or in a volunteer capacity.
- Experience working with non-profit organizations.
- Accounting designation of CPA, CA, CGA or CMA is an asset.
- Experience in a treasurer role is an asset.

The Board is responsible for the overall well-being of the organization. If you are an individual who is committed to bettering the community through active volunteerism and are willing to invest a portion of your time in a worthwhile cause, we'd love to hear from you!

In return for joining our leadership team, you will get the chance to engage your sense of community and get new and valued experiences working on the Board of Directors of an active not-for-profit.

Position Expectations

Treasurer will:

- Oversee financial management of the C&SE and ensure the Board is adequately informed of financial issues.
- Review internally prepared financial statements and present them at board meetings.
- Ensure tax-related documents are filed on time.

- Serve as Chair of the Finance Committee.
- Serve as a signing officer.
- Serve as a member of the Board Executive.
- Review and recommend annual budget for Board approval.
- Review and present the audited financial statements at the Annual General Meeting.

Directors will:

- Help frame the values, vision, and mission of the C&SE by assisting in formulating and establishing strategic plans, goals, and the annual budget.
- Support the governance structure which oversees the organization's operations.
- Review proposals for new and existing programs.
- Attend board meetings and the Annual General Meeting of the C&SE.
- Be familiar with the C&SE governance policies.
- Participate on one or more Board Committees.
- Participate and maintain friendly positive working relationships with fellow Directors.
- Adhere to the C&SE confidentiality agreement.
- Speak positively of the C&SE.
- Carry out your duties to the best of your ability and the interest of the C&SE.
- Commit to a 3-year term (may serve up to 3 consecutive terms).

Additional information

Meetings: The Board of Directors meets between 3-7 times a year, for approximately 1 hour. Meetings are currently held virtually, but the occasional in-person meeting may occur in the future. In addition to attendance at and preparation for meetings, Directors are expected to participate in email and telephone dialogues on various matters that arise between and as a result of meetings.

Responsibility: The Board of Directors is accountable and legally responsible for the overall management and conduct of all business affairs of the C&SE, in accordance with the Letters Patent and the By-Laws of the organization. Serving in a volunteer capacity, Directors are to provide overall governance, guidance and leadership in establishing the direction of the C&SE by setting policies and overseeing the adherence to same, while ensuring the ongoing financial well-being of the organization.

The Board of Directors shall serve without remuneration. No Director shall directly or indirectly receive any profit from occupying the position of Director. Directors may be reimbursed for reasonable expenses incurred in the performance of their duties.

To apply, please send your resume/CV and a letter of interest to director@caringandsharing.ca by May 20, 2022.

We value diversity and actively encourage applications from all, including but not limited to, women, Indigenous Peoples, persons with disabilities, visible minorities and members of the LGBTQ2+ community.

We are committed to creating an inclusive environment that accommodates all individuals, including those with disabilities. Please advise us should you require any accommodation throughout the recruitment and selection process.