

# Provincial Treasurer

## Position Description

January 17, 2025

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### **VISION**

A better world, by girls

### **MISSION**

To be a catalyst for girls empowering girls

### **PURPOSE**

The Provincial Treasurer plays a key role in managing the financial health and accountability of the Provincial Council. This includes overseeing budgets, ensuring compliance with financial policies, and providing guidance on financial matters. They serve as a key resource for financial decision-making, risk management, and the overall stewardship of the Council's resources.

### **ACCOUNTABILITY**

Provincial Council

### **RESPONSIBILITIES**

#### **Financial Leadership & Oversight**

- Safeguards Provincial Council funds.
- Prepares the annual budget, gets it approved by the Provincial Council, and submits it to National as required, and ensures timely responses to any clarification or additional information requested by the National Finance team or the National Audit & Finance Committee.
- Monitors monthly financial statements, compares budget to actual results, and investigates significant discrepancies.
- Reviews financial risks and puts processes in place to reduce them.
- Makes sure all required compliance documents are completed accurately and on time.
- Provides regular financial updates to Provincial Council.

#### **Leadership & Provincial Engagement**

- Serves as a member of the Provincial Council and Executive Committee (if applicable).
- Chairs the Provincial Finance Committee (where applicable) and ensures meetings are held regularly with proper records kept.
- Fosters a cooperative, collaborative, and supportive environment.
- Works with staff teams to address financial matters and share insights.
- Takes on additional tasks as assigned by the Provincial Commissioner.
- Facilitates discussions and fosters consensus-based decision-making in a collaborative environment.

#### **Support & Mentorship**

- Mentors and supports Area, District, and Unit Treasurers with financial matters.
- Provides advice to the Provincial Commissioner on financial issues or mismanagement concerns.



## **Compliance & Risk Management**

- Ensures that Provincial compliance documents are prepared within the established timelines.
- Reviews Area Council compliance documents and provides feedback as needed.
- Ensures financial policies and practices align with organizational standards and timelines.
- Addresses financial concerns related to Provincial trips, in collaboration with the Travel Support Liaison.

## **Engagement & Strategic Alignment**

- Actively participates in Provincial Council Treasurer Committee meetings, providing insights on financial matters that affect the operations of Provincial Councils and contributing to nationwide discussions on financial practices.
- Aligns financial plans and activities with GGC's strategic goals and priorities.
- Contributes to discussions and decisions as a Provincial Council member to advance Guiding within the province.

## **QUALIFICATIONS**

- Passion for and commitment to Girl Guides of Canada (GGC) and its mission.
- Designated accountant (e.g. Canadian CPA) or equivalent knowledge of financial accounting, reporting and budgeting gained through education (e.g. MBA) and/or experience.
- Experience analyzing financial risks, addressing mismanagement, and applying risk mitigation strategies (an asset).
- Ability to work both collaboratively as part of a team and independently.
- Skill in remaining objective, separating personal interests from discussions, and acting in GGC's best interests.
- Strong critical thinking, analytical, and decision-making skills.
- Excellent organizational skills to manage multiple priorities effectively.
- Clear and effective communication, listening, and interpersonal skills, with the ability to convey information in easy and accessible ways through various media.
- Familiarity with Office Suite or willingness to learn.

## **EXPECTATIONS**

- Meet the 72-hour service standard for responding to GGC related emails and phone requests.
- Maintain current knowledge of National and Provincial policies, procedures, and programs.
- Act in the best interests of the Provincial Council, prioritizing GGC as a whole over personal or local interests.
- Contribute to the growth and development of Guiding within the Provincial Council.
- Participate fully in Provincial Council discussions and decision-making.
- Keep the Provincial Commissioner and Executive Committee informed about important issues as they come up.
- Prepare for meetings by reviewing documents in advance, seeking clarification when needed, and making decisions that reflect the best interests of GGC, respecting the Council's processes and majority decisions.
- Collaborate with other council members to manage and support Guiding across the province.
- Ability to build and maintain positive relationships with members, volunteers, and staff.
- Time Commitment:
  - 5-10 hours/week (variable based on Provincial Council budget creation process).



**SUPPORT**

- Girl Guides of Canada has a centralized finance function, responsible for accounting and reporting for all the Provincial Councils, Areas, Districts and Units as well as management of banking and investment accounts.

**TERM:**

- One (1) year term, with annual renewal option up to five (5) years

