

Board Director, Treasurer Job Description

- **Position:** One
- **Term:** One-year term with option of renewal. We seek a candidate interested in a 2-3 year commitment
- **Location:** Candidates located in provinces and territories outside Ontario will be given priority. Meetings held virtually, with one hybrid in-person/online meeting annually.
- **Time Required:** Typically no more than 5 hours monthly

About GreenPAC

GreenPAC is a national non-partisan, non-profit organization founded in 2015. We work at the nexus of environment and politics. Our **vision** is for the health of the planet to be a driving force in Canadian politics. Our **mission** is to build cross-partisan environmental leadership across party lines and levels of government. You can learn more about our programs to active, inspire and amplify environmental leadership at the bottom of this posting.

About this Opportunity

GreenPAC seeks a passionate and committed individual to join our Board of Directors and to serve as Treasurer. This is a volunteer position. As a Director and Treasurer, you will play a critical role in shaping the strategies and future growth of GreenPAC by providing fiduciary oversight, contributing strategic input, fundraising support, and advocating for our mission. The Board meets approximately four times a year with periodic decisions or board activity carried out over email. The Treasurer role will typically require approximately five hours/month.

The Treasurer Role

The Treasurer is an Officer of the Board of Directors and works closely with other Board members and senior staff. The Treasurer oversees and monitors the financial performance of GreenPAC, supervising the organization's financial condition and reporting on it to the Board.

Key duties of the Treasurer include:

1. Monitors the finances of the organization along with the Executive Director.
2. Ensures appropriate financial forecasts, such as the profit and loss and cash flow statement, along with an assessment of the financial health are made available to the Board on a quarterly basis (unless there are financial concerns, then may report monthly).

3. Works with the Executive Director to create the annual budget for Board approval.
4. As needed, develops financial policies and procedures with the Executive Director and brings to the Board for consideration and approval.
5. Assists in the selection of an auditor, reviews draft audited statements and recommends their approval to the Board annually.

Key duties of the Board of Directors include:

1. **Vision and Mission:** The Board ensures that GreenPAC's vision, mission, objectives, values, and long-term goals are aligned.
2. **Governance and Strategic Planning:** The Board is responsible for advising and, as relevant, approving strategic directions and goals and setting organizational policies to achieve GreenPAC's mission. It oversees governance practices, ensuring compliance with relevant laws and ethical standards.
3. **Financial Oversight:** The Board reviews and approves the annual budget, monitors financial performance, and ensures responsible financial management.
4. **Resource Mobilization:** The Board actively participates in fundraising initiatives and supports resource mobilization efforts to sustain GreenPAC's operations and programs.
5. **Advocacy and Public Relations:** Board members represent GreenPAC in public engagements and promote positive stakeholder relationships.
6. **Executive Oversight:** The Board is responsible for the hiring, evaluation and compensation of the Executive Director.

Experience:

- Professional training and designation as a CPA or equivalent
- Experience working with financial information, controls and budgeting
- An understanding of, and experience with, good financial management and reporting practices
- Impartial and able to clearly articulate financial information including procedures and processes and explain the context as to why they matter
- An understanding of financial accounting for not-for-profit and charitable organizations is an asset
- Prior board experience is an asset but not required

Skills and Attributes:

- Commitment to the organization's mission, vision and strategic directions
- Strong organizational and communication skills; detail-oriented
- Willingness to learn and ability to work effectively in a team environment
- High level of competency with accounting software, processes and practices.

Applicants from equity-deserving communities, including BIPOC, LGBTQ2S, and people with disabilities, will be given priority. If required, GreenPAC will work with you to provide accommodations during meetings and board functions. We are committed to making all positions accessible, welcoming, and inclusive for all team members.

We recognize that if GreenPAC's governance does not represent the diversity of the Canadian population, it is a significant hindrance to our strength as an organization. We are committed to anti-racism and continually work to examine how our programs can contribute to the fight against systemic racism and oppression in Canada.

Our Programs and Initiatives

Election Engagement: GreenPAC ensures the environment is a top election issue using strategic tactics that we adapt to changing socio-political circumstances. We've engaged in **seven federal and provincial elections**, endorsing **113 environmental champions across party lines**, **76 of whom were elected**. Our **100 Debates on the Environment** project has hosted nearly **200 local debates**, featuring **625 candidates**, drawing **34,000+ viewers** and national media coverage, putting environmental leadership in the national spotlight.

Cross-Sector Forums: GreenPAC's events build networks and knowledge on issues at the nexus of the environment and cross-partisan politics. Our **Breakfast on the Hill** and public forums convene **Ministers, Senators, past premiers, and other expert guests** to advance environmental change and tackle political barriers. Public workshops and discussions boost political literacy and equip advocates to engage effectively in environmental politics.

Cross-Partisan Capacity: We provide training and backbone support to political initiatives that foster cross-partisan dialogue in environmental politics and reduce barriers to collaboration. We provided essential support to start and grow **Senators for Climate Solutions** and are expanding efforts to support cross-partisan environmental caucuses and **train MPs and staff** on environmental leadership and issues.

Emerging Leadership Development: We partner with Environmental Leadership Canada to boost the next generation of environmental leaders. Our **Parliamentary Internship for the Environment** and **Municipal Climate Internships** help youth leaders build the political

knowledge and leadership skills to drive transformative change throughout their careers while providing essential capacity to help elected leaders advance environmental solutions. Our **alumni** work in accelerated leadership roles across sectors, including as advisors to all levels of government. Our **Future Leaders in Politics (FLIP) initiative** engages hundreds of environmentally-concerned youth across Canada each year, building political knowledge and pathways that counter disengagement and distrust.

Interested candidates should contact: hr@greenpac.ca

Learn More about GreenPAC

- Follow us on Twitter [@GreenPACdotca](https://twitter.com/GreenPACdotca)
- Join our Mailing List at greenpac.ca