

Required: Secretary-Treasurer for (Volunteer) Board of Directors of Causeway Work Centre

Causeway Work Centre is a community economic development organization that empowers and supports people in overcoming disabilities and other challenges to help them find rewarding work and live more independently.

Causeway transforms lives and fuels community economic development through an integrated network of innovative training and employment programs, one-on-one support, cross-sector partnerships and by creating socially minded businesses.

Causeway began in 1977 as an organization focused on assisting people with mental health issues find employment. Over the years, Causeway has expanded its activities and impact through an ongoing commitment to innovation. Through this commitment, Causeway has been able to support a broader spectrum of disadvantaged people, pilot new ventures that address community needs, and become a recognized leader in the area of social enterprise.

Causeway is a not-for-profit agency with a staff of some 40 full- and part-time employees. Causeway is governed by a volunteer Board of Directors.

The Secretary-Treasurer

- Must be a CA, CMA, CGA or CPA;
- Is a member of the Executive Committee;
- Is a signing officer for the organization;
- Signs Board meeting minutes along with the President;
- Is elected for a two-year term
- Is the Chair of the Finance Committee.

The Finance Committee

- Supports and provides advice to the Executive Director on the organization's finances;
- Recommends the organization's annual budget;
- Reviews monthly staff-prepared statements, seeking clarification on areas of concern and notes positive progress;
- Reviews year-end financial statements prepared by staff for the external auditor to review;
- Directs the external auditor in their audit on behalf of the Board;
- Annually, recommends the accounting firm to be appointed as the organization's external auditors;
- Monitors the organization's risk management on behalf of the Board;
- Presents the organization's financial statements at the Annual General Meeting;
- Assists in the onboarding of new committee members;
- Provides a report (documented) to the Board after each committee meeting.

If you are interested in this opportunity, contact either:

Causeway Work Centre Board President – Katharine Cornfield – katharine@katharinecornfield.com

Causeway Work Centre Executive Director – Don Palmer – dpalmer@causewayworkcentre.org