



PMFRC Board Treasurer

Why I should be the PMFRC Board Treasurer....

Being the volunteer treasurer of the Petawawa Military Family Resource Board of Directors will be an exciting and fulfilling opportunity. The main duties are to advise the Board of Directors on the financial administration of the organization, review procedures / financial reporting, advise the Board on financial strategy, and fundraising as applicable.

What are the skills I might need?

- Have a financial qualification or relevant experience;
- Experience working with financial information, controls and budgeting;
- Understanding of financial accounting for not-for-profit organizations would be useful;
- Be impartial and able to clearly articulate financial information (procedures, processes, and explain why they matter); and
- Ability to ensure decisions are administrated and followed up on.

Additional training and professional development are offered and are an important aspect of Board Development.

What would some of my responsibilities be?

- Liaising with the Executive Director about financial matters;
- Understanding risks and the organization's responses to them;
- Setting and reviewing financial policies;
- Analyzing financial results and performance of the organization;
- Oversee the organization's financial condition and report the financial statements to the Board on a quarterly basis; identifying any potential risks or opportunities that may arise;
- Providing input into the organization's strategic plan;
- Official signing authority for the PMFRC; signing cheques;
- Educating other Board members about how to read and understand financial information; and
- Making a formal presentation of the accounts at the Annual General Meeting (AGM) and drawing attention to important points in a coherent and easily understandable way.

What else is involved if I take on the position?

- Recommend the appointment of the external auditor and the appropriate fee;
- As treasurer you will be appointed as the chair of the Financial Committee;
- Help ensure the annual audit is conducted in an efficient, cost-effective and objective manner;
- Oversee the organization's financial and control systems;

- Review and recommendation for approval to the board of the annual audited financial statements; and
- Being an active member of the Board of Directors Finance Sub-Committee.

I'm really interested, now what...

If you are interested in sharing your expertise with our organization and becoming a voice in our community, you can connect directly with a Board member by reaching out at board@petawawamfrc.com

APPLICATION PROCESS

To apply, please submit the following:

- Completed Board Application Form
- Resume and Cover Letter
- Signed Code of Professional Practice and Confidentiality Agreement

All applications will be reviewed by the Board Development Committee. Selected candidates will be contacted for an interview. Potential candidates will require a clean Criminal Record Check and Vulnerable Sector Screening, to be coordinated through Volunteer Services. New Board members are elected at the PMFRC Annual General Meeting in September.

To apply or submit your completed application:

board@petawawamfrc.com

Application Deadline: August 7, 2026