



*Last updated: June 17, 2024  
May be subject to minor modifications*

## **MSF Canada Job Description Treasurer and Member of the Board of Directors**

### Function:

The Treasurer will be a volunteer member of the MSF Canada Board and, is together with the other Board members, jointly responsible for the oversight of the activities carried out by the organization. The Treasurer position is usually co-opted and renewed annually.

The Treasurer is responsible for overseeing the safeguarding of resources and the long-term financial strategy of MSF Canada. The Treasurer will also participate in similar activities internationally with MSF partner sections that are supported by MSF Canada.

### Main Duties:

As stated in MSF Canada's By-Laws the Treasurer has the following duties:

- Assume oversight of the custody of the funds and securities of the Corporation and shall maintain consistent communication with those individuals holding Executive Positions with the Corporation to ensure the maintenance of full and accurate accounts of all assets, liabilities, receipts, and disbursements of the Corporation in the books belonging to the Corporation.
- Assume oversight regarding the deposit of all monies, securities and other valuable effects in the name and to the credit of the Corporation in such chartered bank or trust company, or, in the case of securities, in such registered dealer in securities as may be designated by the Directors from time to time.
- Render to the President and the Directors, regularly or whenever they may require it, accounting of all transactions made by those individuals holding Executive Positions with the Corporation and a statement of the financial position of the Corporation.
- Assist the Directors with ensuring the compliance by those individuals holding Executive Positions with the Corporation with regulatory filing requirements in order to maintain legal compliance and good standing of the Corporation.
- Meet with the Public Accountant to set parameters for audit of the financial statements, the books and the financial management of the Corporation by those individuals holding Executive Positions with the Corporation and shall receive the final audit report and convey it to the Directors and the Members

In addition to the duties stated in MSF Canada's By-Laws other duties include the following:

- The Treasurer is a member and fully participates in the following MSF governance bodies:
  - MSF Canada Board of Directors
  - MSF Canada Finance Committee
  - MSF partner section Finance & Audit Committee meetings
- As Chair of the MSF Canada Finance Committee, the Treasurer ensures that the meetings are held on a timely basis and that the committee has the sufficient skills and knowledge to fulfill its Terms of Reference. The Treasurer prepares the Agendas and Chairs the meetings.
- As Chair of the MSF Canada Finance Committee, the Treasurer recommends the appointment of the independent auditor and meets with the auditor, in conjunction with the Finance Committee, during interim and closing meetings of the accounts, representing the supervisory perspective of the board. The Treasurer confirms that published Canadian and International reports properly reflect the operating results and financial condition of the institution.
- The Treasurer is responsible for overseeing the policies of MSF Canada as they relate to the balance sheet, the income statement, vendors, and other related areas of business strategy. In conjunction with Finance & Administration, the Treasurer will provide guidance to MSF Canada regarding budgets, risk management, and financial planning.
- The Treasurer oversees that systems and procedures in respect of financial management of the organization and external accountability are in line with current Canadian and MSF standards.
- The Treasurer regularly liaises with the Director of Finance on matters relating to finance, risk, compliance, the audit, procurement and accountability.
- The Treasurer is responsible for the presentation of the annual accounts to the General Assembly.
- Ensures that appropriate financial reports are made available to the Board through regular reports on key financial events, trends, concerns, and assessment of fiscal health.
- Ascertains that management has established appropriate financial policies and that management diligently administers and enforces those policies.
- Ensures, through the Finance Committee, sound management and maximization of working capital and investments within established investment guidelines.
- Represents MSF Canada regarding financial issues as a member of partner MSF sections Finance Committees that are financially supported by MSF Canada.

- The Treasurer periodically may be required to approve transactions, payments and other contractual agreements in accordance with the MSF procurement policies.
- The Treasurer is responsible for preparing, monitoring and reporting on the Board budget.
- The Treasurer approves expense claims of Board members and the Executive Director.

### Requirements:

- Perform the duties described in the Board Member Description
- May not be actively involved in /employed by the executive of any of the MSF sections.
- Actively participate in MSF Canada Board meetings (up to 4 Face-to- Face meetings per year plus 5- 6 video conference meetings per year)
- Actively participate in MSF Canada supported Partner sections Finance Committee meetings either in person or by video conference
- Although the position is appointed annually, a minimum three-year commitment is desired

### Qualifications, Training and Experience:

- Preferably a qualified Canadian Professional Accountant
- Demonstrable interest in humanitarian affairs
- Experience as volunteer or staff with Canadian Charities
- Prior governance experience desired
- Senior-level experience in a financial management role as Finance Director, Audit partner, or equivalent
- Experience working with multi-national organizations
- Knowledge of Canadian Charity rules and reporting under Canadian Not-for-Profit organizations desired
- MSF financial experience an asset
- An understanding of systems and the manner in which information technology interfaces with the accounting, planning and monitoring processes
- Commercial awareness, risk management skills
- Ability to challenge and bring new perspectives to the executive and Board.

## Further Information:

### **Time Commitment:**

- Board of Director Role: average of 5-10 hours a week.
- Treasurer Role: average of 25 hours per quarter and may include an annual trip to Europe for meetings.

For specific information on time commitments, contact both [sabrina.feldman@toronto.msf.org](mailto:sabrina.feldman@toronto.msf.org) and [chiara.albano.silva@toronto.msf.org](mailto:chiara.albano.silva@toronto.msf.org).

*\*Please note that this role requires a significant time commitment.*

**Desired Start Date:** August 2024

## How To Apply:

Please provide the following:

- a) **CV**
- b) **Cover Letter**

Please send your application package to both Sabrina Feldman and Chiara Albano Silva at [sabrina.feldman@toronto.msf.org](mailto:sabrina.feldman@toronto.msf.org) and [chiara.albano.silva@toronto.msf.org](mailto:chiara.albano.silva@toronto.msf.org) at your earliest convenience.

Thank you for your interest!

**APPLICATION DEADLINE IS 31 JULY 2024.**