



The **Adoption Council of Canada (ACC)** is an umbrella organization for adoption in Canada. The ACC is sensitive to, and respects, the perspectives of all members of the adoption constellation.

Our Vision

A permanent, supported family for every child and youth in Canada.

Our Mission

We are Canada's voice for adoption, unifying communities' commitment to permanency for waiting children and youth. We support and encourage people along their adoption journey, connecting them to the families and resources they need.

We are currently seeking a vibrant, self-motivated CMA, CPA or CA for the position of Treasurer to join our Board. A connection to child welfare is an asset; not-for-profit experience preferred.

Position: Treasurer of the Board

Responsible to: Board of Directors (Chair)

As a member of the Adoption Council of Canada's Executive Committee and Board of Directors, the treasurer is a key member of our volunteer leadership team. The treasurer is responsible for monitoring and reporting to the Board of Directors with respect to all matters pertaining to the financial integrity of this national organization.

Position Responsibilities:

- Develops a thorough understanding of ACC's mission, goals, bylaws, financial position and board structure.
- Reviews financial documents and reporting templates as required.
- Reviews and presents quarterly financial statements to the Board; assesses fiscal health, identifies trends, variances and concerns.
- Manages the Board's review of and actions related to ACCs' financial responsibilities as a not-for-profit organization.
- Reviews, develops and recommends financial policies, procedures and systems for the ACC.
- Supports the Executive Director and Administrative Coordinator with financial recordkeeping - ensuring materials are up-to-date and adequately safeguarded.
- Acts as an advisor to the Executive Director for annual budget preparation and presents annual budget to the Board.
- Ensures annual financial statements comply with regulatory requirements and are submitted within the required deadlines.
- Examines other financial matters as may be assigned by the board from time to time.
- Assists preparation for an annual audit as necessary.
- Required to have joint signing authority on bank accounts in use by the ACC as per bank and cheque signing policies.
- Keeps current on emerging CRA guidelines and charitable law that may impact financial operations and external requirements of the organization.
- Works toward organizational goals – with commitment to the mission of ACC.
- Assists in the selection of an auditor when necessary.
- Chairs a Finance Committee (sub-committee of the Executive) if necessary.