

Mississauga's premiere chamber choir is seeking dynamic individuals with accounting experience in arts administration. Our innovative and inclusive team looks forward to welcoming you as a member of our board of directors as we continue to bring the choral arts to the communities of Mississauga.

Board Treasurer – Volunteer Position

As a member of the Mississauga Choral Society (operating as Mississauga Chamber Singers) Board, you help ensure that the organization continues to offer classical choral music at the highest possible level of performance excellence to audiences in the City of Mississauga.

Mission Statement:

- to be a community based auditioned concert chamber choir presenting excellent performances of varied classical repertoire
- to present and develop the classic choral art form
- to develop and strengthen our community relationships within the communities of Mississauga.
- to be a thriving, vibrant and integral member of the community through a shared celebration of the joy of singing
- to delight and engage our audiences, motivating their loyalty and generosity
- To promote emerging artists and foster the choral art form in young people

Vision:

- Mississauga Chamber Singers strives to be Mississauga's premiere chamber choir, dedicated to promoting the appreciation of classical choral music
- Mississauga Chamber Singers nurtures a culture of learning, furthering the education and appreciation of this musical art

Role of the Board of Directors:

The role of the board is to ensure that Mississauga Chamber Singers achieves its mission in an ethical way through linkages between the organization and its community. In addition, the board has the overall responsibility for the financial stewardship and viability of Mississauga Chamber Singers and must ensure that it raises appropriate funding to meet the overall objectives.

Accountability

The board treasurer is an executive and voting member of the board of directors of the Association and appointed in a manner consistent with the bylaws. He/she is accountable to the Board for the fulfillment of the duties and responsibilities outlined below

Authority

The treasurer, as other board members, has no authority to direct staff or take independent action on matters outside of the duties outlined unless given such authority by the Board

Time Commitment

Five hours per month, not including the 6 annual board meetings. Additional time required during audit and board meeting months.

Term of Office

Two years with the possibility of renewal for a second term.

Compensation

This is a volunteer position with no financial compensation or remuneration.

Roles and Responsibilities

The treasurer will offer guidance to the Chair and board members in ensuring good fiscal planning, decision-making and oversight at a governance level.

His/her principle duties are to:

- Oversee the development of high level financial policies and their review by the board
- Assist in the preparation of the annual budget and its presentation to the board for review
- conduct the monthly bank reconciliations
- print/produce cheques as required by the organization under the direction of the treasurer or general manager
- Ensure that the appropriate monthly or quarterly financial statements are reviewed by the board
- Ensure that the board regularly monitors the organization's financial performance and alerts it to any important discrepancies between planned and actual figures
- Ensure that the organization maintains the appropriate financial books and records and that these are accurate and up to date
- Ensure that government tax filings and remittances are submitted on a timely basis
- Ensure that payroll and other liabilities are settled in a timely manner
- Serve as a co-signer of cheques with at least one other signing officer
- print/produce cheques as required by the organization
- Ensure that excess funds and reserves are properly held and invested
- Verify that donations are handled appropriately and that grants and service delivery contracts are accounted for in accordance with the requirements of funders
- Meet with the external auditor annually, or more often if needed, to identify any financial control and record keeping problems or deficiencies; implement / oversee internal action to address any deficiencies that are identified
- Recommend to the board the need for a review or renewal of the auditing services provided
- Assists the Chair with the development and presentation of the annual report
- Present or co-present the organization's financial report and recommend appointment or reappointment of auditor at the Annual General Meeting
- Helps, along with the Chair and General Manager, to keep the board informed of important financial events, trends, and issues relevant to the organization

Support

The treasurer is supported by the General Manager as follows:

General Manager:

- responsible for the day-to-day financial business of the Society, in consultation with the Treasurer;
- prepares the monthly Payroll
- processes and records invoices and accounts payable as well as receivables, bank deposits, and donor records;
- record financial transactions in accounting system (QuickBooks or XERO) as directed by the treasurer or general manager
- prepares liability insurance for directors, productions and musical equipment/property;
- works with Treasurer and Artistic Director to develop budget(s);
- prepares SOCAN / Entandem report(s);
- prepares and delivers and/or distributes tax receipts

Qualifications

- Commitment to the organization's mission and strategic directions
- An understanding of, and experience with, good financial management and reporting practices.
- Accounting experience is an asset
- An appreciation of the kind and level of financial information needed at a board level to support decision making
- An ability to commit the time required to fulfill the responsibilities described