



## **Board Member Opportunity – Finance Director/Treasurer**

### **Villages Calgary – Your Fair Trade Marketplace**

Villages Calgary has been Calgary's Fair Trade leader for nearly four decades, encouraging our local community to learn about and support artisans from marginalized communities through fair and ethical trade. We do this by selecting a wide range of certified, fair trade goods that highlight diverse skills and cultures and making them available for sale at our storefront at 220 Crowchild Trail NW in Calgary, Alberta and through our webstore VillagesCalgary.ca.

A dedicated group of staff and volunteer members of the Global Village Crafts Society (GVCS) manage our operations. GVCS was incorporated as an Alberta non-profit society in 1984 and operated for many years as Ten Thousand Villages. Since 2020, we have operated as Villages Calgary.

### **Position Summary**

Our Board of Directors is a volunteer governance and operational board, responsible for strategic planning, setting the overall direction for the organization and financial and risk oversight. The Board also provides operations support to management in selected areas.

We are looking for an individual with strength in finance, accounting and risk management to join our Board in this important leadership role.

If you are seeking a unique volunteering experience where your efforts will make a difference not only in our community, but in marginalized communities around the world, and where the atmosphere is supportive and dynamic, please send your resumé to the Board Chair:

[boardchair@villagescalgary.ca](mailto:boardchair@villagescalgary.ca)

### **Duties**

**Working collaboratively with fellow Board members, staff and any external resources necessary:**

- Chair Finance Committee
- Support management and Board discussions and strategic planning with financial and risk analyses and interpretation
- Provide preparation support and analysis of monthly Statements of Operations, annual and periodic financial statements and other financial information as required for use by the Board and presentation to Society membership at the Annual General Meetings
- Work with management and Directors to develop annual or periodic budgets
- Act as signing authority for the Society
- Ensure required regulatory filings are completed

### **Time Commitment**

- Attendance at regular Board meetings which are held 6-9 times a year, participation in the Annual General Meeting and in any Strategic Planning sessions
- Approximate time commitment is 20 - 25 hours per month
- The term for Board Members is three years

### **Qualifications & Requirements**

- Commitment to Villages Calgary's Mission, Vision and Values, as well as the Board Code of Conduct
- Experience in Finance and Accounting, including preparation/oversight and analysis of financial statements and budgets
- Experience in organizational strategy development and oversight

### **Closing Date**

**Until a suitable candidate is found**

*Villages Calgary is an equal opportunity organization. Persons from diverse groups are encouraged to apply. We wish to thank all applicants for their interest, however, only those selected for interviews will be contacted.*