



## WildResearch Treasurer

<b>Title</b>	Treasurer, WildResearch Board of Directors and Executive Board
<b>Purpose/Mission</b>	WildResearch’s mission is to build, educate, and train a community that contributes to conservation science.
<b>Term</b>	Two-year term
<b>Responsible To</b>	WildResearch Board of Directors (“BOD”)
<b>Time Commitment</b>	<p>Approximately 10 - 12 hours/month:</p> <ul style="list-style-type: none"> <li>• Includes a 3-hour BOD meeting on the third Sunday of every month (remote)</li> <li>• Includes a 1-hour online Executive board meeting each month</li> </ul>
<b>Duties &amp; Responsibilities of Board of Directors</b>	<p>The WildResearch BOD are collectively responsible for demonstrating fiduciary responsibility and acting in the best long-term interests of WildResearch and its members. General duties of Board of Directors include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Provide input into the organizations strategic plan and monitor the organization’s progress towards achieving established goals</li> <li>• Advocate on behalf of the organization and be prepared to promote the views of the organization in order to secure funding and other support</li> <li>• Attend and participate in the Annual General Meeting</li> <li>• Attend monthly board meetings (remote)</li> <li>• Prepare for meetings by reading/preparing all necessary documents ahead of time and coming prepared to discuss the issues at hand</li> <li>• Follow-up with and complete action items resulting from meetings in a timely and accountable manner</li> <li>• Be informed on WildReserach matters, and participate in discussions and decisions regarding WildResearch policy, financials, programs, personnel, and advocacy</li> <li>• Maintain clear and concise communications with the BOD between meetings</li> <li>• Adhere to the y-Laws and Constitution of the organization</li> </ul>
<b>Specific Responsibilities of Treasurer</b>	<ul style="list-style-type: none"> <li>• Provide monthly financial updates prepared in Quickbooks to the BOD</li> </ul>



	<ul style="list-style-type: none"> <li>• Assist program coordinators and chairs with program expenses and budgets</li> <li>• Organize pay and reimbursements for employees, volunteers and contractors</li> <li>• Update relevant information with the Canadian Revenue Agency</li> <li>• Update the Treasurer’s Handbook, as needed</li> </ul>
<p>Qualifications / Prerequisites</p>	<ul style="list-style-type: none"> <li>• Commitment to WildResearch’s mission and strategic directions</li> <li>• Commitment of time (minimum of ~10-12 hours/month)</li> <li>• Openness to working as part of a collaborative board</li> <li>• Must be a member in good standing of WildResearch (i.e., be a current member) during entire time on the BOD</li> <li>• Additional skillsets that are considered an asset include, but are not limited to the following:             <ul style="list-style-type: none"> <li>○ Experience in finances or accounting</li> <li>○ Experience with Quickbooks</li> <li>○ Experience working with non-profits</li> </ul> </li> </ul> <p><b>** Training, guidance, and support will be provided by outgoing Treasurer and BOD as needed**</b></p>

If interested, please contact [info@wildresearch.ca](mailto:info@wildresearch.ca). You may also reach out to [treasurer@wildresearch.ca](mailto:treasurer@wildresearch.ca) for more information on the position. Please include “Treasurer Application” in the subject title.