



East Coast Prison Justice Society [ECPJS] is actively seeking an individual who supports our organizational mandate to join its Board of Directors as Treasurer.

ECPJS is a non-profit society registered under the *Societies Act* in Nova Scotia.

About the East Coast Prison Justice Society

ECPJS is a collaborative partnership of individuals and organizations helping criminalized and imprisoned individuals through advocacy, research, scholarship, legal support, education, public service, and the provision of grassroots services. In furtherance of our mandate, we work to advance the rights and well-being of prisoners in prisons and jails and upon community re-entry. More fundamentally, ECPJS seeks to promote decarceration and increased investment in redressing the social determinants of criminalization and incarceration.

About the Board of Directors

As a small organization with a small staff complement, directors of ECPJS play a hands-on and highly engaged role in advancing the organization's aims. Director terms are currently three years with a possibility of renewal.

Board members are expected to:

- Attend bi-monthly meetings in person or by zoom
- Attend the organization's Annual General Meeting
- Actively advise and support the organization in areas related to their expertise and experience
- Participate in standing or ad hoc subcommittees
- Treat information relating to the organization with confidentiality
- Act with honesty, integrity and openness in advancing the interests of ECPJS
- Comply with the organization's policies
- Cultivate an understanding of prison justice issues and related issues affecting criminalized and incarcerated people and their communities

Desired Qualifications of the ECPJS Treasurer

- Commitment to the organization's mission and strategic directions
- Understanding of, and experience with, good financial management and reporting practices

- Appreciation of the kind of financial information needed at a board level to support decision making
- Understanding of the duties of organizations constituted under the Societies Act in relation to signing of cheques, approvals and filings of financial statements
- Ability to appreciate the organization's financial arrangements and obligations under any grants received.
- Ability to commit the time required to fulfill the responsibilities described

Duties of the Treasurer

- Oversee, advise, monitor and report on the financial position of the organization
- Work with the volunteer accountant to prepare (or otherwise ensure competent preparation of) the organization's annual financial report and present the financial report at the Annual General Meeting
- Ensure that the organization maintains the appropriate financial records and that these are accurate and up-to-date
- Ensure that government remittances are submitted on a timely basis
- Ensure that payroll and other liabilities are settled in a timely manner
- Ensure that the board regularly monitors the organization's financial performance and alert it to any important discrepancies between planned and actual figures
- Serve as a co-signer of cheques with at least one another signing officer
- Verify that donations are handled appropriately and that grants are accounted for in accordance with the requirements of funders
- Recommend to the board the need for a review or renewal of any volunteer accountant services
- Deal with the organization's bank as required, including set up bank accounts, establish signing officers, order cheques, make deposits and remittances.

This is a volunteer role and the expected time commitment is 5-10 hours per month.

How to Apply / Inquiries

Please email expressions of interest or queries to Sheila Wildeman sheila.wildeman@dal.ca or Harry Critchley harry.critchley@gmail.com