

# The PREP Academy

## Board Treasurer Role Description

---



### Contribution

The PREP Academy is a community based non-profit organization that inspires and prepares African Nova Scotian high school students for college, university and beyond. We coach students in Grades 10, 11 and 12 to plan, prepare and pursue college and university – and continue to provide wraparound support as they navigate their education and transition into their chosen careers.

We're looking for a Board Treasurer to join our team to provide oversight and due diligence on financial matters, ensuring the board is adequately informed of financial related issues to ensure good decision-making.

All directors continue to be jointly and severally responsible for the administration of the organization. Board Members contribute to all aspects of strategic and operational planning, student engagement, student development, fund development, financial management, communications, community outreach and partnership development for the organization. The PREP Academy relies on board members to share their skills and expertise, connections, networks and experiences to build and strengthen collaborative relationships with a broad range of stakeholders, including but not limited to students, community organizations, corporations and donors.

### General Responsibilities:

- Work closely with the Executive who reconciles expenses and liaisons with the external firm that manages bookkeeping, controlling and payroll
- Ensure that effective financial measures, controls and procedures are put in place, and are appropriate for the organization
- Report quarterly on the current financial position of the organization during board meetings
- Ensure financial resources are spent and invested in line with the organization's policies, good governance, legal and regulatory requirements
- Be aware and keep up to date on CRA policies and ensure compliance around account record maintenance, financial reporting, and filing requirements
- Act as a signatory on cheques, e-transfers and payments

## Commitment

- Board of Directors commit to participate as a member for two (2) years, up to a maximum of six (6) years.
- Time commitment averages 4 hours per months for:
  - Monthly board meetings between September – June, currently from 5:30–7:30pm on Thursday (every other meeting is held in-person)
  - Meetings with the Executive Director
  - Board retreats and strategic planning sessions
  - Act as a signatory on cheques, e-transfers and payments

Learn more about the work and impact The PREP Academy is having on young people, visit our website: [www.thepreacademy.ca](http://www.thepreacademy.ca)

If you are interested in this opportunity and would like to discuss it further, please contact Ashley Hill, Executive Director at [ashley@thepreacademy.ca](mailto:ashley@thepreacademy.ca)