



# Camp Fircom Society

Of the United Church of Canada

2776 Semlin Drive,  
Vancouver, BC V5N 4R6

## Board Opening: Treasurer Role

Camp Fircom is seeking a new board member to join them in holding the vision of the camp while also filling the role of Treasurer. The right candidate will be well versed in understanding financial statements and best practices, while also being committed to Fircom's mission: To create communities of belonging and experiences to grow on.

### Duties

The Treasurer is a key piece of the financial team in providing monthly oversight to staff and insight to the board. The treasurer will review the Profit Loss and Trial Balance prepared by the executive director prior to each board meeting. They will then ask questions of staff as needed and report on the overall financial health of Fircom to the board. The day-to-day financial operations of payroll, payables, and remittances are fulfilled by Camp Fircom accountant and bookkeeper. Billing and collecting receivables are responsibilities carried out by the Fircom managers and administrative assistant. Monthly financial reports for the board meetings are completed by the Executive Director.

The volunteer treasurer has three duties, as laid out in the Society's by-laws:

- a. keep the financial records, including book of account, necessary to comply with the Society Act
- b. provide financial statements to the Directors, members and others when required
- c. once a year, provide the reviewed financial statements to the Vancouver-Burrard Presbytery

### Commitment:

The board meets monthly in Jan, Feb, Mar (AGM), Apr, May, June, Sept, Oct, Nov.

The treasurer can expect to spend one to two hours reading and reviewing reports in advance of each meeting and an hour or so extra in Oct/Nov to review the budget which is drafted by the Executive Director.

All board members are encouraged to participate in the spring annual gala, fall hike-a-thon, and winter pub night, which raise funds for camperships.

If you think you could serve in this position, please contact Bronwyn Carrodus, Board Chair, at [bronwync@telus.net](mailto:bronwync@telus.net) to learn more about the role.