



<b>POSITION</b>	Volunteer Board Member / Treasurer
<b>COMPANY</b>	Business In The Streets
<b>BUSINESS TYPE</b>	Not for Profit
<b>REPORTING</b>	Chair of the Board
<b>LOCATION</b>	Toronto
<b>START DATE</b>	March 1 <sup>st</sup> , 2019
<b>HOURS</b>	3-4 hours per month

### **About The Organization**

Business In The Streets (BITS) provides young people living in the GTA with the knowledge and resources necessary to pursue their aspirations and achieve their economic potential.

Since our launch in 2012, BITS has delivered business training and mentorship to over 400 young entrepreneurs. We have expanded our suite of services to include follow-up programming, microfinancing and co-working space. Our goal is to provide a world class, one-stop-shop for young entrepreneurs to access the resources required so they may turn their dreams into reality.

Ignite Capital is an annual competition which provides aspiring entrepreneurs who have limited access to capital with the opportunity to compete for funding and business support. As operating partner, BITS provides Ignite with program management and event support in order to ensure an excellent experience from launch to close-out.

As an entrepreneurial organization, BITS believes in walking our talk. Team members each possess an entrepreneurial mindset which balances work and play resulting in a fun environment that allows for both. As a small team, we value each other's input and respect ideas which move the organization forward.

Each day we arrive at the table ready to improve each other, and the lives of the people we Serve.

### **About the Position**

The Treasurer is a key member of BITS' volunteer board of directors, currently comprised of 8 members. The Treasurer is the go-to financial expert for the organization and guides both the board and Executive Director towards sound financial decisions. The treasurer oversees the financial administration of BITS, reviews financial procedures, performs financial analysis, completes financial reporting and provides advice to the Board on financial strategy including fundraising.

BITS is a for youth by youth organization and has historically had an advisory board governance model however recent changes in leadership has required board members to be temporarily



involved in day-to-day operations. Each board member has committed to supporting the Executive Director in an area of day-to-day operations aligned with their expertise, this model allows for the Executive Director to access expert advice while maintaining board members time commitment to a reasonable amount per month (typically 3-4 hours)

This is a great opportunity to join a passionate group of people and be part of shaping the future for a great organization.

As a member of the board of directors, the treasurer is also expected to attend quarterly board meetings and present BITS financial update at the Annual General Meeting.

### **Duties and responsibilities**

- Oversees, approves and presents budgets, accounts and financial statements
- Ensures compliance to tax regulations and any other relevant legislation
- Ensures the timely filing of the HST return and Annual Charity Information Form
- Provides financial reports at each Board meeting, breaking down finances on a month by month basis
- Keeps the Board informed about its financial duties, and adherence to good governance
- Address anomalies that are identified
- Supports Executive Director with financial planning and day-to-day financial decisions
- Assist with year-end and government compliance audits on an as needed basis

### **Skills and requirements**

- Holds a CPA (or similar) designation
- 7 years of financial qualifications and experience
- Proficiency in Accounting software (QuickBooks or similar)
- Knowledge of charitable (not-for-profit) accounting practices, tax laws and fiscal record-keeping
- A keen interest in entrepreneurship and demonstrated interest in BITS mandate
- Fundraising experience and strategy development is an asset
- Ability to communicate effectively when presenting information
- Past board experience preferred
- Proactive and process-oriented working style, with attention to detail

### **Time Commitment**

Board members are expected to attend 3 out of the 4 quarterly board meetings in person. Support to Executive Director between meetings can take place virtually.

**HOW TO APPLY** – Please send your resume with covering letter to [info@businessinthestreets.com](mailto:info@businessinthestreets.com). Although we appreciate each application, only those



being considered for the position will be contacted. No phone calls, emails, or inquires through LinkedIn, please.

At Business In The Streets, we are committed to fostering an inclusive, accessible environment, where everyone feels valued, respected and supported. We are an equal opportunity organization that recognizes the value of a diverse workforce. If you require an accommodation for the recruitment/interview process, please let us know when selected to take part in our recruitment process so that reasonable arrangements can be made for the appropriate accommodations to be in place.