

About Us:

Actsafes Safety Association Board is seeking a leader with experience and expertise in accounting and finance to join the Board of Directors as Treasurer. This is an exciting opportunity for individuals who would like to share their knowledge and participate in the continued growth of the organization, gaining interesting governance and board experience. The Treasurer provides oversight to the financial accountability of the organization.

Actsafes Safety Association is a health and safety association supporting the entertainment industry in British Columbia by providing occupational health & safety advisory services, resources, training and support as needed to help employers, workers and supervisors to achieve a healthy and safe workplace. Actsafes was established in 1998 and it serves members in the motion picture, television, performing arts, commercial production and live event industries in British Columbia.

Responsibilities:

- Be an active member of the Actsafes Board
- Provide guidance and oversight on accounting and financial transactions
- Working closely with the Executive Director, advises and provides direction on behalf of the board for financial planning and annual budgeting
- Oversee the development of financial policies and procedures, and review by the board
- Acts, where necessary, as a signing officer of the Board
- Oversees annual audit of the financial statements
- Completes required annual reporting as per the BC Societies Act and Canada Tax Law
- Oversee and provide input to the financial reports of the organization

The ideal candidate:

We are looking for **volunteers** who have:

- Work experience in accounting and finance
- CPA or any other accounting or finance designation is desirable however not mandatory
- Good Business Acumen
- Knowledge of board governance and previous board experience is considered an asset

Time Commitment:

6 board meetings in a year with around 5 hours of work per month.

The board member will receive an honorarium for attending the board meetings.

