



*Last updated: Nov 2021
May be subject to minor modifications*

MSF Canada Job Description Treasurer and Member of the Board of Directors

Function:

The Treasurer will be a volunteer member of the Board MSF-Canada and is together with the other Board members jointly responsible for the oversight of the activities carried out by the organization. The Treasurer position is usually co-opted and renewed annually.

The Treasurer is responsible for overseeing the safeguarding of resources and the long term financial strategy of MSF Canada and also participating in similar activities internationally with MSF partner sections that are supported by MSF Canada.

Main Duties:

As stated in MSF Canada's By-Laws the Treasurer has the following duties:

- Assume oversight of the custody of the funds and securities of the Corporation and shall maintain consistent communication with those individuals holding Executive Positions with the Corporation to ensure the maintenance of full and accurate accounts of all assets, liabilities, receipts, and disbursements of the Corporation in the books belonging to the Corporation.
- Assume oversight regarding the deposit of all monies, securities and other valuable effects in the name and to the credit of the Corporation in such chartered bank or trust company, or, in the case of securities, in such registered dealer in securities as may be designated by the Directors from time to time.
- Render to the President and the Directors, regularly or whenever they may require it, accounting of all transactions made by those individuals holding Executive Positions with the Corporation and a statement of the financial position of the Corporation.
- Assist the Directors with ensuring the compliance by those individuals holding Executive Positions with the Corporation with regulatory filing requirements in order to maintain legal compliance and good standing of the Corporation.
- Meet with the Public Accountant to set parameters for audit of the financial statements, the books and the financial management of the Corporation by those individuals holding Executive Positions with the Corporation and shall receive the final audit report and convey it to the Directors and the Members

In addition to the duties stated in MSF Canada's By-Laws other duties include the following:

- The Treasurer is a member and fully participates in the following MSF governance bodies:
 - MSF Canada Board of Directors
 - MSF Canada Finance Committee
 - MSF partner section Finance & Audit Committee meetings
- As Chair of the MSF Canada Finance Committee, the Treasurer ensures that the meetings are held on a timely basis and that the committee has the sufficient skills and knowledge to fulfill its Terms of Reference. The Treasurer prepares the Agendas and Chairs the meetings.
- As Chair of the MSF Canada Finance Committee, the Treasurer recommends the appointment of the independent auditor and meets with the auditor, in conjunction with the Finance Committee, during interim and closing meetings of the accounts, representing the supervisory perspective of the board. The Treasurer confirms that published Canadian and International reports properly reflect the operating results and financial condition of the institution.
- The Treasurer is responsible for overseeing the policies of MSF Canada as they relate to the balance sheet, the income statement, vendors, and other related areas of business strategy. In conjunction with Finance & Administration, the Treasurer will provide guidance to MSF Canada regarding budgets, risk management, and financial planning.
- The Treasurer oversees that systems and procedures in respect of financial management of the organization and external accountability are in line with current Canadian and MSF standards.
- The Treasurer regularly liaises with the Director of Finance on matters relating to finance, risk, compliance, the audit, procurement and accountability.
- The Treasurer is responsible for the presentation of the annual accounts to the General Assembly.
- Ensures that appropriate financial reports are made available to the Board through regular reports on key financial events, trends, concerns, and assessment of fiscal health.
- Ascertains that management has established appropriate financial policies and that management diligently administers and enforces those policies.
- Ensures, through the Finance Committee, sound management and maximization of working capital and investments within established investment guidelines.
- Represents MSF Canada regarding financial issues as a member of partner MSF sections Finance Committees that are financially supported by MSF Canada.
- The Treasurer periodically may be required to approve transactions, payments and

other contractual agreements in accordance with the MSF procurement policies.

- The Treasurer is responsible for preparing, monitoring and reporting on the Board budget.
- The Treasurer approves expense claims of Board members and the Executive Director.

Requirements:

- May not be actively involved in /employed by the executive of any of the MSF sections.
- Actively participate in MSF Canada Board meetings (up to 4 Face-to- Face meetings per year plus 8 video conference meetings per year)
- Actively participate in MSF Canada supported Partner sections Finance Committee meetings either in person or by video conference
- Although the position is appointed annually, a minimum three-year commitment is desired

Qualifications, Training and Experience:

- Preferably a qualified Canadian Professional Accountant
- Demonstrable interest in humanitarian affairs
- Experience as volunteer or staff with Canadian Charities
- Senior level experience in financial management role as Finance Director, Audit partner, or equivalent
- Experience working with multi-national organizations
- Knowledge of Canadian Charity rules and reporting under Canadian Not-for-Profit organizations desired
- MSF financial experience an asset
- An understanding of systems and the manner in which information technology interfaces with the accounting, planning and monitoring processes
- Commercial awareness, risk management skills
- Ability to challenge and bring new perspectives to the executive and Board.

Further Information and How to apply:

Time Commitment: See table below, right column

Desired starting date: Feb 2022

To apply, please send your updated **CV and cover letter** to both Idriss Lomba, MSF-C Vice-president, at Idriss.Lomba.Board@toronto.msf.org and Simisola Johnson, MSF-C Board member, at Simisola.Johnson@toronto.msf.org at your earliest convenience. We are accepting applications on a rolling basis.

MSF Canada Treasurer - Roles & Responsibilities		
Task	Description	Time Commitment
Board Member	<ul style="list-style-type: none"> • Attend 3 two-day face-to-face (F2F) Board meetings (usually either in Toronto or Montreal). Meetings held on Friday and Saturday). • Attend 1 one-day F2F Board meeting and two Annual General Assembly in May/June (Friday to Sunday). • Participate in 5 three-hour video Board Meetings per year (not counting unplanned ad-hoc meetings). • Participate in Board on-line discussions via email and/or Microsoft Teams. • Reading material in preparation for Board meetings and of general interest regarding MSF. 	<ul style="list-style-type: none"> • 9 days of attending F2F Board meeting & General Assembly. (This includes 4 Fridays and does not include travel time if applicable) • 15 hours for other Board meetings (typically held during working hours). • Significant time for pre-reading and on-line communication
MSF Canada Finance Committee chair	<ul style="list-style-type: none"> • Chair 5 two-hour committee meetings per year. • Prepare agenda in conjunction with the Finance Director. • Prepare meeting minutes. • Various communication with Finance Director • Selection of new Auditors (BDO awarded audit for fiscal years 2020-24, with additional two-year option) 	<ul style="list-style-type: none"> • 10 hours per year for meetings (Held during working hours) • 15 hours per year preparing minutes • 5 hours per year communication with Finance Director
MSF Canada Board budget	<ul style="list-style-type: none"> • Preparation, monitoring, forecasting 	<ul style="list-style-type: none"> • 5 hours per year
MSF Canada Management tasks	<ul style="list-style-type: none"> • Approving Board and Executive Director's expense claims; on-line approval of large financial payments 	<ul style="list-style-type: none"> • Periodic – perhaps 5 hours per year. May go months with no activity.
MSF OCA (Operating Centre Amsterdam) Finance Committee member	<ul style="list-style-type: none"> • 7-8 three-hour meetings per year (held on a week-day at 17:00-2:00 Central European time zone). • Encouraged to attend one meeting per year in person.* 	<ul style="list-style-type: none"> • 21 hours for meetings and approximately 40 hours for reading. • Potential one week Europe trip.
MSF OCG (Operating Centre Geneva) Finance Committee member	<ul style="list-style-type: none"> • 4 two-and-one-half-hour meetings per year (held on a week-day at 13:30-16:00 Central European time zone). • Encouraged to attend one meeting per year in person.* 	<ul style="list-style-type: none"> • 10 hours for and approximately 10 hours for reading. • Potential one week Europe trip.
MSF OCBa (Operating Centre Barcelona) Finance Committee member	<ul style="list-style-type: none"> • 4 one-and-one-half-hour meetings per year (held on a week-day at 15:00-16:30 Central European time zone). • No in-person meetings held; videoconference only. 	<ul style="list-style-type: none"> • 6 hours for and approximately 6 hours for reading
<p>*Note – European finance committee visit involves visits to Amsterdam and Geneva, as well option to attend OCG quarterly Board meeting. Timing of meetings usually means being away from home for seven-days for meetings and travel.</p>		