

## BOARD MEMBER JOB DESCRIPTION – TREASURER

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### ACCOUNTABILITY

HTAi's Board Members are collectively accountable to the Society's members, the community, funders, and other stakeholders. They are accountable for the Society's performance in realizing its mission and achieving its goals, and for the effective stewardship of financial and human resources and for the overall quality of services.

### RESPONSIBILITY

Board members are responsible for acting in the best long-term interests of the Society and the community and will bring to their deliberations a broad knowledge, a long-range view and openness to learning.

Service as an HTAi Board member is without remuneration as per the Society bylaws and travel reimbursement is outlined in the travel policy.

### DUTIES

- Serves on the Board of Directors and the Executive Committee as a voting member.
- Chairs the Finance and Audit Committee.
- Works with the Executive Director and the Secretariat staff to ensure that appropriate financial reports are made available to the Board of Directors on a timely basis.
- Reviews the annual audit and answers Board members' questions about the audit.
- Presents or co-presents the annual audit report to the Members and recommends appointment or reappointment of auditor at the Annual General Meetings (AGM).
- Oversees the production of the annual budget and monitors the financial performance of the Society in relation to it.
- Orients the new Treasurer.
- Abides by the By-laws, code of conduct and other policies that apply to the Board.
- Acts as a signing officer for cheques or other documents.
- Helps establish, review, and monitor operational and human resources policies.
- Participates in the selection, performance evaluation, and if required, the release of the Executive Director.
- Prepares for and participates in Board of Directors and Executive Committee meetings.
- Serves on at least on one more Committee.
- Listens to others' views, advocates his/her own, identifies common interests and alternatives, and is open to compromise.
- Supports governance decisions once made.
- Identifies prospective Board members and possibly helps recruit and mentor them.
- Participates in the evaluation of the Board itself.
- Acts as an ambassador for the Society in the wider community.
- Keeps informed about community issues relevant to the work of the Society.
- Evaluates the effectiveness of the Board's decision-making process.
- Orients Board members and Committee chairpersons to the Board.
- Ensures a process is in place to evaluate the effectiveness of Board Members, using measurable criteria.
- Carries out special assignments as requested by the President or the Board.
- Attends and participates in the Annual General Meeting (AGM).
- Attends and participates in other events on behalf of the Society as required.

## **TERM OF SERVICE**

According to the HTAi By-law 3.3, the Secretary serves a three-year term, eligible for a re-election for one additional term to a maximum of six consecutive years of service, including any time as an elected Director before becoming an Officer. The term of the position starts and ends at the conclusion of the HTAi Annual General Meeting (AGM).

## **MINIMUM TIME COMMITMENT**

- Two virtual Board meetings annually (approx. three hours each);
- Two in-person Board meetings annually (approx. eight hours each);
- Seven Executive Committee meetings annually (approx. two hours each);
- Preparation for the meetings (approx. three hours for each meeting);
- At least four Finance and Audit Committee meetings a year (approx. 2 hours each);
- Preparing and participating in the Annual General Meeting of Members (approx. four hours);
- Preparing for and presenting Treasurer's report at the Annual General Meeting of Members (approx. three hours).

## **QUALIFICATIONS**

This is an extraordinary opportunity for an individual who is passionate about the success of HTAi and who has a track record of board leadership.

The ideal candidate will have the following qualifications:

- A commitment to and understanding of HTA and HTAi.
- Extensive professional experience with significant executive leadership accomplishments in business, government, academia, philanthropy, or the not-for-profit sector.
- Demonstrated success as a not-for-profit board member.
- Track record of building credibility in the funding community.
- Savvy diplomatic skills and a natural affinity for cultivating relationships, convening, facilitating, and building consensus among diverse individuals.
- Excellent written and oral communication skills coupled with natural affinity for public speaking.
- Ability to attract other well-qualified, high-performing Board members.
- An understanding of, and experience with, good financial management and reporting practices.
- An appreciation of the kind and level of financial information needed at a Board level to support decision making.
- Understanding financial statements and variance analysis.
- Experience with internal controls assessment and implementation.
- Experience with financial risk identification and assessment.
- An ability to commit the time required to fulfill the responsibilities described.