



Board of Directors – Treasurer

(approx. 15 hours per month)

Reporting to the Board Chair

Peterborough Musicfest (PMF) is a non-profit, charitable organization that has offered free-admission concerts on Wednesday and Saturday evenings every summer since 1987. Our stage has seen the likes of Dallas Green from City and Colour, Terri Clarke, k-os, Walk Off the Earth, Tegan & Sara, Carly Rae Jepsen, Our Lady Peace, Tom Cochrane, Kiefer Sutherland, and many more. PMF is one of the largest free-admission festivals of its kind in Canada and has an outsized impact on the local economy, generating upwards of \$5M in economic activity. We're proud of what we have built, and we invite qualified candidates to bring their talent and passion to our volunteer board of directors.

Peterborough Musicfest currently seeks a **Volunteer Treasurer** to serve for a maximum of two (2) terms of three (3) years. The candidate shall begin training with the outgoing treasurer in the fall of 2023 before commencing their first term as a PMF board director in February 2024. The board treasurer's second term will commence in February 2027.

Accountability

The board treasurer is an executive, voting member of the board of directors of Peterborough Musicfest (PMF) and appointed in a manner consistent with the festival's bylaws. They are accountable to the board for the fulfillment of the duties and responsibilities outlined below.

Time Commitment

Fifteen hours per month (board meetings, meetings with the executive, committee meetings and sponsor support backstage over the summer months).

Roles and Responsibilities

The treasurer will offer guidance to the executive and general manager to ensure good fiscal planning, decision-making and oversight at a governance level.

The treasurer's principle duties in addition to those duties set out in the by-laws of the organization are to:

- Oversee the development of high-level financial policies and their review by the board.
- Provide support to the general manager in the preparation of the annual budget and its presentation to the board for review. Monitor the allocation of funds.
- Ensure that the appropriate monthly / quarterly financial statements are reviewed by the board.

- Ensure that the board regularly monitors the organization's financial performance and alerts it to any important discrepancies between planned and actual figures.
- Ensure that the organization maintains the appropriate financial books and records and that these are accurate and up to-date.
- Serve as one of 2 co-signors of cheques and/or online payment approval
- Provide support to the general manager to ensure that excess funds and reserves are properly held and invested.
- Ensure that the Charitable Information Return and other mandatory reports required by the government are completed and filed on time.
- Meet with the external auditor annually, or more often if needed, to identify any financial control and record keeping problems or deficiencies alongside general manager.
- Recommend to the board the need for a review or renewal of the auditing services provided.
- Present or co-present the organization's financial report and recommend appointment or reappointment of auditor at the annual general meeting.
- Helps to keep the board informed of important financial events, trends, and issues relevant to the organization.

Committee Membership

The treasurer is automatically a member of the executive committee, and will meet monthly (approx. 9 meetings) with the board chair, vice chair, and general manager.

Qualifications:

- CPA designation or equivalent preferred
- 3+ years of public practice audit experience preferably non-for-profit.
- Strong technical expertise in assurance, accounting, HST and charity returns.
- Ability to develop and present new ideas and conceptualize new approaches and solutions.
- Strong commitment to excellence and attention to detail.
- Proven problem solver with solid analytical skills.
- Ability to work independently and as part of a team.
- Excellent written and verbal communication skills.
- Experience in leading teams of professionals on diverse engagements.
- Strong working knowledge of MS Office suite, QuickBooks and ability to grasp new technology tools.
- Commitment to the organization's mission and strategic directions.

- An appreciation of the kind and level of financial information needed at a board level to support decision making.
- An ability to commit the time required to fulfill the responsibilities described.
- Previous experience in a non-profit setting is an asset.

How to Apply:

Please send an expression of interest by email no later than **4pm, Friday, December 1st, 2023.**

Attention: Tracey Condon, Board Chair, Peterborough Musicfest

Email: info@ptbomusicfest.ca

Website: www.ptbomusicfest.ca

All applications will be kept in confidence. Please note that while we thank all interested individuals, only those applicants selected for an interview will be contacted.