



Board Treasurer Position Description

Summary

Regional Essential Access to Connected Healthcare (REACH) Niagara is a dynamic non-profit, charitable organization that provides health care services to the homeless and marginalized communities across Niagara in collaboration with our partners. We are committed to removing barriers to care by providing accessible and equitable care.

As a Director of the Board, the Treasurer is primarily responsible for overseeing REACH Niagara's finances including compliance with any funding and legislative requirements.

Responsibilities Include:

1. In collaboration with the Executive Director, oversees all revenues and expenses and creates financial statements (balance sheet, income statement, and cash flow statement). The treasurer helps communicate this information to the Board on a monthly basis.
2. Works with the REACH Niagara's Executive Director and board to create REACH Niagara's budget draft and seeks approval from the board on annual budget.
3. Ensures development and board review of sound fiscal policies and procedures.
4. Acts as an official signer on REACH Niagara's bank account and works with the Executive Director on large monetary distributions.
5. Oversees any financial agreements.
6. Participates in revenue generation activities including cultivation and stewardship.
7. Serves as a member of the finance and audit committee.
8. In cooperation with the board officers, accepts responsibility for filing annual tax forms and facilitating the annual audit process.
9. Provides a full financial report to the board of directors annually.
10. In collaboration with the Executive Director, works with the auditor to provide end of year financial statements and charitable tax return forms.

Time Commitment:

- The time commitment for the Treasurer includes ad hoc Executive Steering Committee including preparation for these meetings and any follow up appropriate for the Chair, monthly meetings with the Executive Director, and



member of the Finance and Audit Committee (including required preparation for this).