



Board of Directors Opportunity
Position: **TREASURER**, Board of Directors (Volunteer Position)

About TROtt

The Therapeutic Riding Association of Ottawa-Carleton (TROtt) is a registered charity that has been serving children, youth, and adults with physical and intellectual disabilities for over 35 years. Based in south Ottawa, TROtt provides subsidized programming for children and adults with conditions such as cerebral palsy, spina bifida, stroke, acquired brain injuries, multiple sclerosis, sensory integration dysfunction, cognitive delay, Downs Syndrome, visual impairments, and others. We are an employer of CanTRA and Equestrian Canada certified instructors and coaches, and work with experienced physiotherapists and highly trained volunteers to offer a range of therapeutic equine-assisted services.

About the TROtt Board of Directors

The TROtt Board of Directors is a management board responsible for both the governance of the organization and the managerial oversight of its operations. The Board's members meet monthly, each manage a portfolio of administrative tasks, and take part in project sub-committees.

Key Responsibilities

- Chairs TROtt Foundation meetings
- Prepares the TROtt annual budget to be reviewed and approved by the Board
- Manages finances of the organization, providing financial perspective on TROtt managerial issues
- Keeps accurate account of all financial transactions, monitors spending and makes financial recommendations to the board
- Reviews finance-related policies and procedures and recommends changes to the Board for approval
- Ensures Revenue Canada Agency reports are completed (annual charity return)
- Has financial signing authority for the organization
- Is responsible for the organization's tax receipts
- Acts as liaison to the bookkeeper and assists in related projects as required
- Is responsible for the coordination of documentation required in the auditing process
- Acts as official liaison with the Auditor
- Is responsible for authorizing the Nevada license reports
- Is a voting member of the Board

Qualifications

- Ability to work 10 – 20 hours per month on Board projects and initiatives (most work can be done at home)
- Excellent verbal and written communication skills.
- Demonstrated ability to work independently, exercise confidentiality and good judgment.
- Self-starter with strong organizational and time management skills with a strong attention to detail and an ability to prioritize
- Knowledge of the Equestrian Industry an asset

Time Commitment

Each Board member spends approximately 10 – 20 hours/month on their respective tasks (time commitment each month may vary) for the duration of a 1-year term (renewable). The incumbent must attend monthly board meetings in addition to carrying out portfolio activities. Board meetings occur on the evening of the second Tuesday every month. To apply for this position please send a resume and covering letter to TROtt.BOD@gmail.com.

A training, turn-over period with the present Treasurer is provided.