



Child Development Resource Connection Peel (CDRCP)
75 Watline Avenue, Unit 103
Mississauga, ON
www.cdrcp.com

Board Member Recruitment - Treasurer

Job Type: Fixed-term Contract (renewable)
Contract length: 36 months
Work hours: Up to 5 hours per month

The Treasurer is responsible for the review and monitoring of all Board of Directors' financial data and Child Development Resource Connection Peel's financial reporting. Key responsibilities include providing oversight for the administration of CDRCP's Finance, providing budget and financial advice; and fulfilling the responsibilities and requirements as outlined by the Board of Directors and bylaws;. The Treasurer is further responsible for financial planning at a Board level and accounting including acting as the Treasurer to the Board of Directors.

Core Competencies

- Providing Consultation
- Ethics and Integrity
- Mathematical Reasoning
- Enforcing Laws, Rules and Regulations
- Coaching and Mentoring

Key Responsibilities

- Provide the Board with information required for sound financial planning and oversight
- Actively engage and work with the accounting staff and Executive Director on financial matters as required to ensure budgets and goals are being met and the financial records are properly maintained
- Review and offer advice on the development of relevant and adequate records and books of accounts, as required by legislation and other relevant policies
- Support the Finance Manager with internal auditing of all funds, as relevant
- Review reports including recommendations and appropriate policies and procedures in areas for which the Treasurer has responsibility

Requirements

- Accounting designation CPA, (CA, CMA or CGA) required
- Minimum of 5-7 years' experience in a Treasurer, Financial Controller or Accounting discipline considered an asset
- Individual must be 18 years of age or older and not have an undischarged bankruptcy

Submission and Interest Contact

For further information or to apply for the role, please contact the Chief Executive Officer, Sara Ammar at sara@cdrcp.com or by phone 905 507 9360 X 301.



About CDRCP

CDRCP is a non-profit organization, with charitable status. Founded in 1993 and incorporated in 2001, CDRCP is a multi-service organization working with families and professionals living or working with children and youth 0-18 years of age.

The CDRCP Board is made up of community leaders who are aware of the changing needs of the community and are committed to the work and strategic plan of CDRCP. Our Board is an advisory board that includes members from the following sectors - early learning and child care, community colleges, education, business, communication, marketing, finance, information technology, and areas of child development.

CDRCP Programs

CDRCP has 3 key areas of service including

- Early Years (EarlyON Child and Family Centres and PEP Start clinics)
- Quality Initiatives (Professional Education, the Resource Centre and Raising the Bar)
- Information, Referral and Service Pathways (Respite Services, InfoPeel and Kids Pathways Peel)

Frequency of Meetings

CDRCP's Board meets once per month on the first Monday of the month at 6 PM and the Executive meets at 5 pm prior to the Board meeting. If that Monday falls on a statutory holiday, the meeting is set for the following Monday. The board does not meet in July or August. All motions that arise during the summer are passed through the Executive Committee as appointed at the Annual General Meeting. Board meetings are held at our Mississauga head office.

Board members are asked to be on a Standing Committee. Standing Committees generally meet once every 2-3 months and include Professional Education, SPRING (Service Provider Information Network Group) and Ad hoc Committees such as Strategic Planning.