



CFES  **FCST**

Canadian Federation
of Earth Sciences

Fédération canadienne
des sciences de la Terre

The coordinated voice for Canadian Earth Sciences | La voix coordonnée des sciences de la terre au Canada

www.CFES-FCST.ca

CFES Finance Director

The Canadian Federation of Earth Sciences (CFES) is seeking a Director Finance. We are looking for an individual with the time and enthusiasm to join our Board, fulfil the duties of Treasurer and generally assist CFES in achieving its mission, on behalf of its 10 member organizations.

Responsibilities of this volunteer position include:

1. Maintaining the books for a small non-for-profit corporation – including handling all invoices and expense payments, annual member organization dues, and monthly banking;
2. In discussion with the Board, preparing CFES' annual operating budget for approval; and providing an update, reporting at the AGM, to the Board and Council on expenses relative to the budget;
3. Interfacing with the auditors in connection with the annual external account review and the approval and release of the yearly financial statements;
4. Assisting the Secretary with annual Corporations Canada filings.

The Finance Director is a member of the CFES Board of Directors, which is responsible for the administration of CFES and for running all programs on behalf of the CFES Council. The Board currently comprises ten directors, five of whom also serve as officers and form the Executive. The Finance Director is a member of the Executive.

Duties as a Director include attending monthly videoconferencing Board meetings (60 to 90 minutes each) and participating in the annual 2-day face-to-face AGM and Council meeting (usually in Ottawa) and in two, mid-year, videoconference, Council update meetings (60 minutes each).

Duties concerning the Finance Director are continuous but variable over the year; an expected average of no more than a 2-3 hour time commitment per week over the course of a three-year term. We encourage the Director to identify and utilize additional volunteers in a support role to meet the responsibilities of the role.

CFES Board expenses and travel are covered as per the expense policy.

Those interested should contact CFES past-president, Chair of the CFES Nominating Committee, at cfes.pastpresident@gmail.com during the nomination period.