



VOLUNTEER BOARD MEMBERS - TREASURER

Mothercraft Ottawa is a non-profit multifaceted family support agency offering a wide array of programs for families from pregnancy to school age. Mothercraft has been supporting and meeting the needs of families and care providers in our community since 1944.

Our Programs: Helping Families Grow and Thrive

We offer early learning programs and services that support early childhood development; and full-time, part-time and casual, licensed child care programs for children aged 6 weeks to 12 years. Mothercraft Ottawa's child care programs are provided in a centre, in a school or in a caregiver's home and are available throughout the year.

We offer a comprehensive range of support services for parents, including prenatal classes, birth companion support, drop-in play groups and parenting workshops. As an EarlyON Child and Family Centre we offer programs and workshops that support parents and caregivers in all aspects of early child development. Other high quality services offered by Mothercraft include rentals of safe and clean baby equipment and a toy lending library. Note all our programs are offered in both English and French.

Our Values

Through our work with families, staff, partners and the community, Mothercraft is dedicated to:

- Creativity: Exploring possibilities
- Nurturing: Supporting each other with compassion
- Inclusivity: Welcoming and encouraging diversity
- Integrity: Acting with honesty and reliability
- Collaborative Relationships: Built on respect and communication.



Our Board of Directors

The role of our Board of Directors is to provide governance to the organization, identify and monitor strategic priorities, set agency policies and determine innovative ways to promote and expand services and supports. Mothercraft values the different perspectives, knowledge, skills and interests that each Director brings to the Board.

We are currently recruiting a volunteer Board member to serve in the role as Treasurer.

The Treasurer for our board of directors will ensure full and accurate accounts of all receipts and disbursements of the agency are kept in proper books of account. At each board of directors meeting, the treasurer provides a financial report that clearly states the financial standing of the agency through review and analysis of monthly financial statements. The treasurer ensures that the audited financial statements are complete for presentation at Mothercraft Ottawa's annual membership meeting. The treasurer is responsible for looking at financial policies and processes to mitigate financial risks and will be the chair of the Finance Committee. The treasurer works closely with the Director of Corporate Services and the Executive Director and serves as a member of the Executive Committee. Candidates should be self-motivated, professional, and dedicated to healthy child and family development through Board service.

An individual with big picture, strategic financial oversight background but with the ability to look into details as required is highly recommended. A chartered professional accounting designation is an asset but not required since we are seeking candidates who can deliver board-level financial leadership for the organization.

An ideal candidate should have experience in one or more of the following areas:

- Fund Accounting/ Accounting for charity;
- Business;
- Finance;
- Internal/External Audit; and
- Policy and process development;

We welcome new members who:

- Are over 18 years old;
- Are able to serve as a corporate director;
- Are supportive of our Mission Statement;
- Available once a month for board meetings;
- Available once a month for committee meetings; and



- Available adhoc for budget review and external audit.

The Board meets 8 times a year in Westboro to discuss and review operations and committee work. The approximate time commitment for this position is 5-10 hours per month.

Previous board experience is not essential but would be considered an asset.

If you would like to be involved with Board governance, policy development and long term planning for one of Ottawa's outstanding community agencies, we would be interested in receiving your application to the Board of Directors.

Please submit your resume and a cover letter which explains (1) how your expertise fits the skill sets defined above and (2) when you would be available to join the board. Please submit by email to Tracy-Lynn Mallett, Human Resources Manager at tl.mallett@mothercraft.com.

Deadline: This is an ongoing recruitment, but we seek the right candidate as soon as possible.

To learn more about Mothercraft Ottawa please visit our website: www.mothercraft.com

Telephone inquiries WILL NOT be accepted.

We thank all applicants for their interest.

Only candidates chosen to participate in the interview process will be contacted.