



Vancouver Fringe Festival  
Box 203-1398 Cartwright St.  
Vancouver, BC, V6H 3R8  
[vancouverfringe.com](http://vancouverfringe.com)

## Volunteer Position: Board Treasurer

The Vancouver Fringe Theatre Society (VFTS) produces the Vancouver Fringe Festival, BC's largest theatre festival! Pursuing the vision of "Theatre for Everyone," the Fringe Festival features unjuried, uncensored theatre of all kinds for all audiences. The 2018 Festival takes place September 6-16 at venues on and around Granville Island and across the city. The Vancouver Fringe Theatre Society also operates Theatre Wire, which offers year-round tickets, subscriptions, and insider info about independent theatre happenings in Vancouver.

Be a champion of the Vancouver Fringe Theatre Society by fostering vibrant connections with audiences, artists, and supporters. The Treasurer oversees the financial accountability of the organization to ensure healthy and sustainable organizational growth, especially in the strategic direction of VFTS.

### Responsible to

Board of Directors

### Responsibilities

- Be an active member of the VFTS Board
- Presents the annual budget to the board for approval
- Gives reports to the Board on the financial state of VFTS
- Keeps the board regularly informed of key financial events, trends, concerns, and fiscal health
- Acts as a signing officer of the Board
- Oversees annual audit of the financial statements
- Completes required annual reporting in a timely fashion and making these forms available to the Board (ensure adherence to laws of BC Society's Act and Canada Tax Law)
- Member of Internal Affairs Committee
- Ensures good risk management processes for the organization.
- Makes the necessary arrangements for receiving and banking monies collected from the Members or other sources, keeping accounting records in respect of the Society's financial transactions, preparing the Society's financial statements, making the Society's filings respecting taxes

### Skills

- Designated accountant or work experience in the accounting sector preferred
  - Financial literacy / current knowledge of accounting practices
  - Ability to review and interpret budget to actual results
    - Ability to understand and comply with tax regulations for non-profit organizations
    - Ability to link financial status to the organization's strategic goals
    - Ability to work with staff responsible for financial operations

### Time Commitment

10-15 hours per month for 2 years.

### Evaluation

Self and by individual board members annually

### Apply

If you're interested in this opportunity, please contact Board member and Board Affairs Committee member, Jim Sibley, at [jim.sibley@gmail.com](mailto:jim.sibley@gmail.com).