



Consulting Engineers of Ontario

Volunteer Job Description

Job Title: Committee Member, Finance and Audit Committee (FAC)

Purpose: The purpose of the finance and audit committee (FAC) is to ensure that the organization is operating in a financially sustainable manner by balancing short-term and long-term obligations and goals. The role of the FAC is primarily to provide financial oversight for the organization including budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies. The FAC is also responsible for overseeing the independent audit process.

Location: In-Person meetings are held at CEO Offices: 10 Four Seasons Place, Suite 405, Toronto ON. Email and teleconference participation will also be required, when necessary.

Key Responsibilities

1. Reviewing the audited financial statements and the auditors plan with the auditor.
2. Approval of Annual Budget, financial planning, and reporting for the Corporation.
3. Involved in policy and monitoring of internal controls and accountability.
4. May also perform such other duties as determined by the Board from time to time.

Reports To: Treasurer of the Board of Directors

Value

1. Enhance your current financial management knowledge, or build a foundation for new learners.
2. Experience liaising with a Board of Directors and Financial Auditor.
3. Network and strengthen relationships with other existing CEO Member firms and their employees.

Skill Development: Financial management & strategic planning.

Qualifications & Other Requirements

1. Some practical expertise in financial matters, particularly with non-profits.
2. Knowledge of CEO's structure, strategic plan and resources.
3. Candidates without financial expertise must be open to continuous learning in their role.
4. Key Candidate Qualities: integrity, independence, dedication, effort, and competence.
5. Must ensure and maintain confidentiality.



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Opportunity Description Continued

6. Only employees of CEO member firms are eligible to participate. Candidates must have their firm's permission to participate.

ASSET: Accounting and/or financial analyst background

Commitment

Length of Appointment: 2 Year Term.

Time Commitment: Attendance at approximately 6 meetings per year, 2 hours in length.
Meetings are held during regular business hours [8AM-5PM weekdays].

Orientation & Training

Volunteers will be provided with a brief orientation prior to beginning this opportunity in order to properly prepare each volunteer for a successful transition into this role.

Volunteer Expectations

1. Volunteers will be supported by the Committee Chair and CEO Staff if assistance is required.
2. Volunteers will be working in a safe and respectful environment.
3. CEO will work to recognize the efforts and value of each volunteer.
4. Volunteers can access engagement reports, which summarize their volunteer time commitments, to use for resume building and professional development records such as the PEAK program.

Other Information

This volunteer job description will remain posted until committee vacancies have been filled.

Thank you for your interest in volunteering with Consulting Engineers of Ontario.

If you would like to apply to this opportunity please contact CEO's Membership and Volunteer Engagement Specialist:

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