

## Position Description

# Treasurer of Techsploration

**About Techsploration:** Techsploration is a Nova Scotia-based not-for-profit organization dedicated to empowering young women and gender-diverse youth (grades 9 – 12) to explore careers in Science, Engineering, Technology, and the Skilled Trades. We aim to create equitable opportunities in these fields and inspire the next generation of innovators and leaders. Please visit [www.techsploration.ca](http://www.techsploration.ca) to learn more.

**Position Overview:** Techsploration is seeking a dedicated and experienced Treasurer to join our Board of Directors ("Board"). This is a volunteer role that plays a crucial part in ensuring the financial health and accountability of our organization. The Treasurer will work closely with the Board, the Executive Director, and various committees to oversee the financial operations of Techsploration. On average, the Treasurer volunteers approx. five hours a month in the role.

**Term:** Terms are reviewed on a bi-annual basis (although a three year commitment is preferred), beginning as soon as possible.

### Key Responsibilities:

- **Financial Oversight:**
  - Review and present financial statements at each Board meeting, ensuring all documentation is prepared in advance for distribution to Board members.
  - Review monthly financial statements for the organization.
  - Provide guidance on the annual budget
  - Minor cash and performance forecasting
  - Oversee the annual financial audit in collaboration with the Executive Director, typically starting in early to mid-December.
  - Review HST Public Service Body Rebate filings to the CRA.
- **Board & Committee Engagement:**
  - Attend approximately six Board meetings per year (ideally half virtual, half in person, although attendance can be entirely virtual if needed).
  - Attend Governance Committee meetings (approximately six per year, all virtual).
- **Advisory Role:**
  - Act as a financial advisor to the Board and Executive Director, providing guidance on financial strategy, management and decision making.

- Stay engaged with Techsploration youth programming events to understand the organization's impact and mission.

**Qualifications:**

- Chartered Public Accountant (CPA) or equivalent.
- Proven experience managing finances for organizations, particularly in Nova Scotia.
- Familiarity with financial management for grant-based organizations and/or not-for-profits is an asset.
- A genuine interest in advancing gender equity in science, engineering, technology and trades fields.

**Skills:**

- Strong analytical skills with attention to detail.
- Excellent communication and presentation abilities.
- Ability to work collaboratively in a team-oriented environment.
- Commitment to the mission and values of Techsploration.

**Why Join Us?** As Treasurer, you will play a vital role in shaping the financial future of Techsploration and helping empower the next generation of women and gender-diverse youth in SETT. This is a unique opportunity to make a meaningful impact while gaining valuable experience in nonprofit financial management.

**Application Process:** Interested candidates are invited to submit a resume and a brief e-mail outlining their qualifications and interest in the role. Applications can be sent to Janet Stalker, Executive Director of Techsploration, at [Janet.Stalker@techsploration.ca](mailto:Janet.Stalker@techsploration.ca)

**Join us in making a difference!**