



## Board Director Position Description

### Treasurer

#### About Casa - Pueblito

Casa Canadiense-Pueblito Canada (Casa-Pueblito) is a non-profit, international organization that facilitates community development and intercultural learning with a focus on youth in Canada and Latin America. We currently focus most of our work in Canada and Nicaragua while maintaining a long-standing partnership with an indigenous community in Guatemala. In late 2014, the organization was created from two existing entities with a strong history of collaboration, Casa Canadiense and Pueblito Canada. In 2014, the two organizations amalgamated to take advantage of their complementary strengths. For more information, please visit [www.casapueblito.org/our-story/](http://www.casapueblito.org/our-story/)

Our original mission was focused on youth in Canada and Nicaragua and centred around community development projects primarily in education, such as school construction, pre-school lunch and breakfast programs, literacy programming and the arts. This included facilitating hundreds of High School, CEJEP and College and University brigades. Over our 30 years of involvement in Nicaragua and Guatemala we have grown to the point where we are totally committed to working in solidarity with our community partners to tackle their most pressing needs and create positive change.

To that end our 5 programmatic areas are: Education & Culture, Gender Equity, Environmental Justice, Food & Water Security and Health & Sanitation.

*Casa - Pueblito is looking for candidates to fill a board vacancy, in the role of Treasurer.*

#### Purpose/Role of the Board of Directors

The business and governance of Casa - Pueblito is governed by the Board of Directors. The Board concentrates its efforts on governance and key management of the organization including the following:

- a) Establishing and adhering to the organization's vision, mission, and values;
- b) Developing strategic plans and overseeing their implementation;
- c) Monitoring performance against the strategic and operating plans;
- d) Acting as spokespersons and advocates for the organization, maintaining relationships with key stakeholders;
- e) Ensuring financial viability through the development of financial objectives and strategies that support the organization's goals and mission;

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**CASA PUEBLITO**

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- f) Ensuring financial accountability by approving annual operating and capital budgets, and monitoring spending within the budget envelope; and
- g) Ensuring Board effectiveness and transparent decision-making.

Casa - Pueblito seeks a board member with financial expertise/background to assume the role of Treasurer. The Treasurer oversees the management and reporting of Casa - Pueblito's finances, helping to ensure the organization stays financially sound and that assets are used appropriately. The Treasurer recommends financial policies as necessary and monitors the financial performance of the organization; attends monthly meetings of the Casa - Pueblito Board, as well as monthly meetings of the Executive Committee and meetings with the agency staff, bookkeeper and auditor as required. Background in accounting, bookkeeping and financial reporting are required.

More specifically the Treasurer is responsible for the following:

- **Funds and investments** - ensures that funds are retained in safe accounts/possible investments; recommends strategies for investment of any surplus funds.
- **Financial records** – works with bookkeeper to ensure that financial books and records are accurate and up-to-date.
- **Budgeting** – assists in the preparation of the annual budget and its presentation to the board for review; monitors results and alerts the board to any important issues; discusses with the external auditor any potential problems or deficiencies.
- **Reports** – oversees the development of monthly or quarterly financial statements and presents these to the board; ensures that an independent audit of the organization's finances takes place and assists with the development and presentation of the annual report to board; informs the board of important financial events, trends, issues.
- **Government filings** – monitors staff to ensure that government tax filings and remittances are submitted on a timely basis, and the Charitable Information Return is completed within 6 months after the fiscal year end.

#### **Expectations of Board Directors**

- The Board holds an average 10 meetings per year. Meetings are either in-person in Toronto or via Zoom, ON during weekday evenings. The Board Executive (which includes the role of Treasurer) meets prior to the general Board meetings to set the agenda.
- Board Directors are to adhere to the mission, vision and values of Casa - Pueblito Canada.
- Board terms are two (2) years.

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- Board membership is voluntary. No reimbursement of expenses for attending meetings

#### **General Requirements**

- Belief in Casa - Pueblito's mission
- Desire to share expertise and time to support its mandate
- Charitable sector board experience preferred
- Positive attitude, open-minded, visionary
- Willingness to learn about international development, education, Latin American issues
- A board orientation and orientation package will be provided

#### **Submission Guidelines:**

##### **Deadline: Open until filled.**

- Submit a cover letter and resume or CV as a single pdf document
- E-mail subject line should read: Firstname Lastname – Board Director Treasurer
- Submit electronically only to [info@casapueblito.org](mailto:info@casapueblito.org)
- **Applications that do not follow these guidelines will not be considered.**

Casa - Pueblito strongly supports employment equity. We encourage women, Aboriginal peoples, differently-abled persons, and visible minority or racialized persons, particularly those of Latin American descent, to apply.

Please do not phone or visit the Casa-Pueblito office. We thank all applicants for their interest, but **only those selected for an interview will be contacted.**

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