



Call for Board Treasurer!

The Treasurer is an officer of the Forum Art Centre Board of Directors and plays a key role in ensuring the financial health, accountability, and sustainability of the organization. Working collaboratively with the Board, and the Executive Director, the Treasurer provides financial oversight, helps guide sound fiscal decision-making, and ensures the organization meets its financial and legal obligations.

This is a volunteer position with a typical commitment of approximately 5–10 hours per month, including attendance at Board meetings and Finance committee meetings as required.

Key Responsibilities

Financial Oversight

Work with the Executive Director and Finance Committee to:

- Monitor the financial health of the Forum Art Centre.
- Review quarterly financial statements provided by the ED, including income statements, balance sheets, and cash flow reports.
- Ensure financial reports are presented to the Board in an accurate, timely, and understandable manner.
- Help identify financial risks and recommend appropriate actions.

Budgeting

Work with the Executive Director and Finance Committee to:

- Work with the Executive Director and Finance Committee to prepare the annual operating budget.
- Monitor actual financial performance against the approved budget.
- Report significant variances and provide recommendations to the Board.

Governance and Compliance

Provides oversight to ensure management has:

- Appropriate financial policies, procedures, and internal controls are in place.
- Is compliant with applicable federal and provincial regulations affecting nonprofit organizations.
- Files of annual reports, tax filings, and other required financial documentation.
- Adequate insurance and financial safeguards are maintained.

Board Leadership

As part of the Finance Committee:

- Review financial reports and present recommendations at Board meetings.
- Assist Board members in understanding the organization's financial position.

- Participate in strategic planning and its long-term financial implications.
- Serve as a key member of the Finance Committee.

Audit and Year-End Financial Review

As part of the Finance Committee:

- Monitor the annual financial review, audit, or review engagement as required.
- Act as the Board's liaison with the organization's external accountant or auditor.
- Present the annual financial statements to the Board for approval.
- Present year end annual financial summary at the Annual General Meeting.

Qualifications

The ideal candidate will have:

- Knowledge of basic accounting principles and financial management.
- Experience with budgeting, financial reporting, or bookkeeping.
- An understanding of nonprofit governance.
- Strong analytical and organizational skills.
- Integrity, sound judgment, and attention to detail.
- The ability to communicate financial information clearly to non-financial Board members.
- A commitment to the mission and values of the Forum Art Centre.
- Professional accounting designation (CPA) is welcomed but **not required**.

Time Commitment

- Attend monthly Board meetings when requested.
- Review financial reports in advance of meetings.
- Participate in Finance Committee meetings.
- Meet periodically with the Executive Director and/or bookkeeper.
- Additional time may be required during budget preparation and year-end financial review.
- Estimated commitment: **5–10 hours per month**.

Term of Office

The Treasurer is elected by the Board of Directors in accordance with the Forum Art Centre Bylaws and serves for the term specified in those bylaws, with eligibility for re-election.

Board Member Benefits

- 50% off one class per session. Free adult and youth class options as available.
- Access to Forum space for meetings, mentorships, and workshops
- Access to daytime open studio space for visual artmaking and networking
- Access to the woodshop, pending safety training
- Opportunities to become an instructor in your artistic discipline

Serving as Treasurer also provides an opportunity to:

- Make a meaningful contribution to a respected community arts organization.
- Support accessible visual arts education and programming.
- Share professional skills in support of the arts.
- Gain valuable nonprofit governance experience.
- Work alongside a dedicated and collaborative Board committed to the Forum Art Centre's mission.

Forum Art Centre is seeking to welcome new perspectives to our Board of Directors. We are looking for someone to fill the Treasurer position as well as general board members. A grant from the Winnipeg Foundation has provided us with funding to develop new programming that will offer free, high quality art workshops to underserved youth, newcomer and low-income families and low-income seniors. To best serve these populations, we need board members that represent these communities.

We are highly encouraging folks from one or more of the following backgrounds to consider applying:

- Indigenous artists, Black artists, artists from other underrepresented cultural backgrounds and 2SLGBTQ+ artists
- Folks with lived experience as underserved youth (houselessness, poverty, CFS intervention, intergenerational trauma)
- Newcomer parents or caregivers
- Low- income parents with young children
- Low-income seniors who can speak to this population's needs

How to Apply

Interested individuals are invited to submit a brief statement of interest outlining their background, relevant experience, and why they would like to join the Forum Art Centre Board.

Questions and applications can be sent to: Forumartinstitute2022@gmail.com

Land Acknowledgement

Forum Art Centre is in Treaty 1 territory, the traditional and ancestral lands of the Anishinaabe, Ininiwak, Anishiniwak, Dakota, and Dene peoples, and the homeland of the Red River Métis. Our water is sourced from Shoal Lake 40 First Nation in Treaty 3 territory, and much of our hydroelectricity comes from Treaty 5 territory in northern Manitoba. We are committed to learning and engaging in reconciliation and decolonization.