



Eating Disorder Support Network of Alberta (EDSNA)

EDSNA is seeking a passionate community leader with experience and expertise in accounting and finance to join the Board of Directors as Treasurer. This position is a volunteer position.

Organizational Foundation

Vision: No one in Alberta will face an eating disorder alone.

Mission: EDSNA is a charitable organization providing support to individuals dealing with eating disorders* in the province of Alberta. EDSNA raises awareness about eating disorders in the province of Alberta.

*individuals dealing with eating disorders includes people directly affected and those indirectly affected such as family members, educators, healthcare professionals, and others in the life of a person with an eating disorder

EDSNA is a registered charity. For more information on EDSNA, please visit <https://edsna.ca>.

Board Specific Information

To date, Board members have resided in the greater Edmonton area. With EDSNA's expanding service area and commitment to becoming a truly provincial organization, Board members from across Alberta are welcome. Attendance at Board meetings are currently being accomplished via live video conferencing.

To assure continuity within the organization, ideally the Board term is considered 2 years. No maximum term has been established.

General Board Member Expectations

- Attend all board meetings within reasonable consideration. The Board meets at minimum once every quarter, usually on the third Tuesday of the month. Additional meetings are scheduled as required. Meetings are approximately 2 hours in length. There are occasional electronic motions, if matters require decision between meetings.
- Review agenda and supporting material prior to board and committee meetings while raising any questions or issues that arise from the agenda.
- Participate in community events on behalf of EDSNA as needed.
- As EDSNA is a young organization, transitioning from an operational to a governance Board, Board members are expected to participate in organizational

initiatives in keeping with areas of personal interest, skill and organizational need.

Specific Responsibilities of the Treasurer

- Participate in creating the annual budget for the organization.
- Reconciliation of bank accounts and bookkeeping of monthly financial transactions.
- Monitor organizational finances, including oversight of the annual budget, and financial resources and needs.
- Advise the Board on financial matters concerning the organization.
- Prepare and present quarterly Treasurer's reports and annual financial statements.
- Preparation and filing of annual T4 summaries, WCB returns, annual charity returns and annual financial reports for related grants.
- Develop, revise, and review the organization's fiscal policies and procedures, as needed.
- Total time commitment is expected to be approximately 2-4 hours per month.

Desired Skills

- Professional expertise in accounting and finance. CPA designation is preferred.
- Experience with not-for-profits or charities is considered an asset.
- A high level of administrative, organizational, and leadership skills.
- Knowledgeable of board governance and previous board experience is considered an asset.
- Able to work independently and as part of a team.

How to Apply

If you are interested in joining the EDSNA Board of Directors as Treasurer, please submit the following to info@edsna.ca:

1. Current Curriculum Vitae or Resume
2. Cover letter addressing the following:
 - Why you are interested in serving on the EDSNA Board.
 - Information regarding past Board experience.
 - Information regarding skills that would assist the Board in achieving its goals.

EDSNA thanks you for your interest in our organization. We hope to meet you in the near future.