

VOLUNTEERING AT COMMUNITY FUTURES COWICHAN

Community Futures is an independent not-for-profit corporation, one of 34 Community Futures Development Corporations in BC. We are led by a Board of Directors with three full-time staff members. Together we work to fulfill the Community Futures mandate of providing loans and support to the small business community and be leaders in economic development activities to strengthen and grow the local economy. We believe that our volunteers are one of the most important assets and we strive for our volunteers to receive as much as they give.

Currently, we are looking for two new members to join our **Finance and Audit Committee**.

An ideal candidate will:

- Have two to four hours per quarter (every three months) to dedicate to our organization;
- Have a deep understanding of accounting practices, and maybe even have a CA and;
- Have a keen interest in business and economic development.

Our Vision Statement:

The Cowichan Valley is the place to start, grow and succeed in business.

Our Mission Statement:

Community Futures Cowichan provides resources to accelerate business growth and contribute to more resilient communities.

Our Values:

- I. Strong Rural Communities*
- II. Client Support and Success*
- III. Embracing Change*
- IV. Diversity and Inclusion*

ABOUT THE FINANCE & AUDIT COMMITTEE

Purpose

Assist the Board in developing fiscal policy and monitoring the financial operations of the organization, to ensure fiscal accountability and prudent management of investment and operating funds.

Time Commitment

Quarterly, or as determined by the Committee Chair. Meetings may last from 1 to 1.5 hours. Additional preparation time for meetings to review financials, loan reports and other documentation as required.

Duties and Responsibilities

- Review the annual budget for the organization and recommend it to the Board;
- Review financial statements quarterly;
- Recommend any budget adjustments to the board;
- Assist in the development of fiscal policy for investment funds and operations;
- Provide direction to the auditors as required, prior to the annual audit;
- Review audited financial statements for recommendation to the Board.

For more information, please contact the General Manager, Cathy Robertson, at 250-746-1004 or crobertson@cfcowichan.ca. We also encourage you to visit our website at www.cfcowichan.ca.