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SEACHANGE MARINE CONSERVATION SOCIETY EXECUTIVE BOARD MEMBER – TREASURER

Position: Treasurer

Type: Board of Directors position, unpaid

Organization: SeaChange Marine Conservation Society

Location: North Saanich, BC

Start Date: TBD

ABOUT SEACHANGE

[SeaChange Marine Conservation Society \(SeaChange\)](http://seachangesociety.com) is a charitable, non-profit organization based near Victoria, BC specializing in community-led conservation, restoration and educational projects related to nearshore marine environments, with a particular focus on sensitive habitats such as eelgrass beds. SeaChange was founded in 1998 by a committed group of citizens and over 25 years it has developed lasting relationships and collaborations with other non-profits, community groups, governmental organizations, foundations, First Nations, and coastal communities in BC.

SeaChange recently acquired the intellectual property and employees associated with [ShoreZone](#) coastal imaging and habitat mapping system from the parent company of Coastal & Ocean Resources (CORI). ShoreZone started in BC in the late 1970's as a method to collect standardized, repeatable data about the nearshore coastal zone. Since then, it has grown and developed into a unique partnership of funders, researchers, and coastal communities and currently exists over 123,500 km of shoreline in Alaska, BC, Washington State, Oregon and Nova Scotia. CORI has been integral to the development, management and custodianship of the ShoreZone program for over 35 years, which is a remarkable legacy that SeaChange is proud to continue.

ABOUT THE SEACHANGE BOARD

Our Board team is comprised of community leaders dedicated to supporting our mission and sharing their professional expertise and community connections to further our cause. Our broad team includes a dynamic group of professional staff and contractors. General liability, errors and omissions Insurance coverage is available to all Board members.

QUALIFICATIONS AND SKILLS

- Over 18 years of age
- Does not have bankruptcy status
- Knowledge of not-for-profit financial management
- Have strong accounting and financial skills related to not-for-profit organizations
- Knowledge of not-for-profit governance
- Previous board, committee and/or leadership experience is an asset
- Minimum two (2) years as a volunteer
- Effective interpersonal and communication skills
- Proven ability to appropriately handle confidential information
- Commitment to the vision, mission, values and principles of SeaChange

RESPONSIBILITIES OF THE TREASURER

1. Liaise with staff responsible for the financial management of SeaChange, including the Executive Director. The treasurer and designated staff will discuss procedures for the day-to-day accounting and financial practices to ensure clarity about their roles, responsibilities, and communication practices. An orientation to any financial procedures and software will be provided.
2. Report the current financial position of SeaChange at each Board meeting, including updates on the financial health and spending of the organization and ensure their report is recorded in the minutes. If necessary, report to the Board of Directors outside of the Board meetings about the financial health of the organization.
4. Work collaboratively with staff to ensure the Financial Statement is complete before the November AGM and ensure the T3010 is submitted to CRA before December 31.

COMMITMENTS

- Regular attendance at Board meetings (3-4 per year)
- Participation in an annual retreat
- Adherence to the SeaChange constitution

TO APPLY

Please email the President of the Board of Directors, Alisa Preston, at connect@seachangesociety.com. Provide a cover letter and resume detailing your interest in our organization as well as the skills and knowledge you are willing to bring to the Board.