



Fort Edmonton Foundation Board of Directors - Treasurer

The Fort Edmonton Foundation celebrates Edmonton's vivid, diverse history. We achieve this through building community philanthropic support for capital projects and other initiatives within Fort Edmonton Park. Our vision is to create and promote an internationally acclaimed living history experience.

We are currently recruiting a Treasurer to join the Fort Edmonton Foundation Board of Directors.

The Treasurer has the oversight for all fiscal matters of the Foundation and has the following duties:

- Work with the Executive director and the bookkeeper to ensure that appropriate financial reports are made available to the board on a timely basis.
- Work with the Executive Director to present the annual budget to the board for approval
- Attend monthly board meetings.
- Chair finance committee meetings held quarterly.
- Review financial policies and procedures as needed.

General Accountabilities

- Understand financial accounting for nonprofit organizations
- Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities
- Work with the chief executive officer and the controller to ensure that appropriate financial reports are made available to the board on a timely basis.
- To recommend for approval of the board of directors' appropriate policies to ensure sound management of the investment portfolio
- To authorize investment choices on the advice of the external investment manager consistent with the investment policy and to advise the board of directors of the status
- Responsible to ensure that the investment policy is reviewed with the board of directors
- Present the annual budget to the board for approval

Preferred Skills/Experience

Preference will be given to candidates with the following skills/experience:

- Passion/interest in Fort Edmonton Park
- Minimum one-year previous experience in serving on a Board of Directors
- Minimum one-year previous experience in serving as a member of a finance committee
- Strong understanding of the programs and services of the Fort.
- Financial designation (BA, CMA, CGA) or equivalent demonstrated experience

How to apply

Please email resume and letter to the attention of Lori Farquharson Persaud, Executive Director Fort Edmonton Foundation info@supportfortedmonton.com

Deadline to apply is April 15, 2023



About the Fort Edmonton Foundation

Fort Edmonton Park is a cultural gem nestled in the scenic river valley of Alberta’s capital city. The Park, opened in 1974, provides visitors with a living history experience. It advances City Council’s goal of making Edmonton one of Canada’s most livable cities by fostering our heritage, supporting our arts and multicultural communities, and encouraging active lifestyles through recreational opportunities.

The Fort Edmonton Foundation (the ‘Foundation’) was founded in 1969 by a group of dedicated community leaders interested in establishing a visible memorial to the origins of the City of Edmonton.

Our Vision

To create and promote an internationally acclaimed living history experience.

Our Mission

The Fort Edmonton Foundation celebrates Edmonton’s vivid, diverse history. We achieve this through building community philanthropic support for capital projects and other initiatives within Fort Edmonton Park.

Values

The primary core value of the Fort Edmonton Foundation is integrity.

- Integrity is the fundamental principle of our relationships with our donors; it guides our stewardship of their contributions.
- The foundation understands that its mission is accomplished solely because of the generosity of those who support it.
- The Fort Edmonton Foundation believes historical integrity and authenticity is important to the successful development of Fort Edmonton Park as a globally-acclaimed living- history experience.
- The Fort Edmonton Foundation values and creates opportunities for accessibility through partnerships and strategic philanthropic support from the community.
- The Fort Edmonton Foundation strives to ensure that all individuals who work to further its mission, be they donors, volunteers, staff, or stakeholders, are treated according to policies that are legally grounded, and guided by respect and individual rights.

Goals

- To provide the financial resources that enable project development within Fort Edmonton Park.
- To work in partnership with the Fort Edmonton Management Company to develop Fort Edmonton Park.

The Role of the Board

The Board of the Fort Edmonton Foundation are community volunteers who are responsible for the good governance and organizational direction of the Foundation.

With a focus of fundraising, the board are responsible for:

- Development of the strategic plan for the Foundation
- Defining the objectives of the Foundation in alignment with the strategic plan
- The establishment of policies designed to achieve the defined objectives
- Oversight and control of the assets of the Foundation
- Recruitment and oversight of an Executive Director to manage and lead the Foundation operations
- Raising funds for the Foundation through their personal philanthropy and actively engaging the support of others
- Participating regularly in Board Meetings (10 meetings per year including one Board Retreat)
- Participating on a minimum of one or more Board Committees
- Attending Fort Edmonton Foundation fundraising events
- Acting as a champion and advocate for Fort Edmonton and the Fort Edmonton Foundation

Committees of the Board

- Finance Committee
- Governance Committee
- Capital Campaign Cabinet
- External Community and Government Relations
- Fall Event/Fundraising Committee
- Fort Edmonton Foundation CARES

Time Commitment

Directors are expected to make a time commitment of approximately 4-6 hours a month for board and committee meetings, events, and fundraising activities.

Election and appointment of Directors

Directors hold office until the next Annual General Meeting.

Other

As per the Articles of Association, the voting members of the organization must pay a members fee (currently \$25/year). Board Members/Directors are expected to be a member of the organization and pay the annual fee before March 31st each year.

Directors are required to comply with the Code of Conduct and Confidentiality policies of the Foundation.