

Treasurer Position



Story Studio Writing Society
Board of Directors Vacancy

*Contribute your time and expertise to the award-winning charity **Story Studio** and support youth storytellers on Vancouver Island and beyond by joining the board of directors as treasurer.*

Your support will directly contribute to our mission of fostering positive change in the lives of young people through storytelling. As a volunteer, you'll demonstrate your commitment to the community and youth empowerment, while gaining experience by serving on a non-profit board.

Here's your opportunity to be part of the story.

The Role of Treasurer

The Treasurer provides financial oversight, governance, and strategic guidance to the Executive Director (ED) and the Board.

- **Financial Governance:** Help develop and maintain sound financial policies and internal controls.
- **Oversight:** Monitor financial performance against the budget; alert the board to significant variances or trends.
- **Budgeting & Reporting:** Assist the ED in preparing the annual budget, and the tri-annual budget vs. actual comparison,
- **Compliance:** Ensure accurate financial records are maintained and that government and provincial filings are submitted on time. Filings include taxes (submitted by the Accountant), the Registered Charity Information Returns (submitted by the ED) and the WorkSafe Annual Report (submitted by the Accountant). Update records on CRA when required.
- **Operations Support:** Oversee and manage the relationship with the accountant, ensuring timely completion of information requested by the accountant for fiscal year end preparation. Work with the ED to provide coding for the accountant for new transactions where codes can't easily be matched.
- **Banking:** Serve as a co-signer on Story Studios accounts (bank and credit card). Key in payments for invoices, bill payments for the credit card and download bank and credit card statements. Pull down Quickbooks Online (QBO) files for the accountant for accessing transactions. Track approval for gaming grant expenditures. .
- **Funding & Accountability:** Verify that donations, grants, and service delivery contracts are accounted for according to funder requirements.

- **Annual AGM:** Assist the ED and Board Chair with the financial section of the Annual Report. Draft the speaking notes and present the annual financial statement at the AGM.
- **Payroll Support:** Ensure bi-monthly payroll is approved for staff and make adjustments to staff pay rates (if needed). File payroll statements and invoices in the appropriate monthly transaction folder. Close out the calendar year in the payroll system and ensure tax forms (T4's and T4A's) are filed through the payroll provider. Provide tax forms to staff and independent contractors. (Payroll management is shared with at least one other board member.)

Qualifications & Experience

- A background in accounting, finance, or business management. (A CPA designation is an asset but not required.)
- Experience with or a willingness to learn non-profit/charity accounting standards.
- Familiarity with financial oversight software is helpful but not required (e.g., QuickBooks Online).
- Strong communication skills—the ability to translate financial data into clear concepts for non-financial board members.

Commitment & Expectations

- **Time:** Approximately **6–10 hours per month**, including a 90-minute monthly board meeting (held virtually/hybrid) and occasional committee work.
- **Term:** Directors are elected for a **1-year term (extendable)**.
- **Financial Commitment:** We aim for 100% board participation in financial giving, as this is highly looked upon by grant funders. Board members are encouraged to make a personal contribution (monthly or annually) that is meaningful to them; there is no minimum requirement.

Who We Are | What We Do

Story Studio inspires, educates, and empowers youth to be powerful storytellers, transforming lives and strengthening communities. We deliver innovative, 'fun-first' workshops that give youth the narrative tools to create amazing stories, using a methodology we've developed with over 12,000 youth to date.

While we have spent the last decade supporting families in Southern Vancouver Island, we are rapidly expanding our programs across British Columbia. Our board is a passionate, friendly, and fun group of people. Serving on the board is a great way to help invigorate literacy, creativity, and confidence in BC's youth.

To learn more about who we are and what we do, please visit our website at storystudio.ca

To Apply or Inquire:

We would be delighted to discuss this position further. Please contact: **Sarah Tarnopolsky, Chair, Board of Directors** > [✉ sarah.tarnopolsky@storystudio.ca](mailto:sarah.tarnopolsky@storystudio.ca) | [📞 250-686-2537](tel:250-686-2537)