

Do you have a strong financial background? Are you an accountant or bookkeeper looking to give back to a non-profit organization in Halton Region? The Family Place Child Care Centre is looking for an individual to join our Board of Directors as a Treasurer.

Since 1982, The Family Place has been providing quality child care for children in Halton Region. A non-profit organization, run by a Board of Directors, The Family Place has two child care centres, one based in Bishop Reding Catholic Secondary School in Milton and one in Heritage Glen Public School in Oakville.

Licensed by the Ministry of Education, we meet and exceed the licensing standards laid out by the *Child Care Early Year Act* annually at both our centres. We are proud that we offer a positive, nurturing, learning environment for all our children.

**Roles and Responsibilities of Treasurer**As Treasurer of The Family Place, you will oversee the financial matters of our centres in accordance to document and legal requirements.

You will also:

* Work directly with the Executive Director and staff on financial matters.
* Prepare and present a Treasurer’s report at each board meeting.
* Provide oversight of financial matters of the organization.
* Ensure that financial resources are spent and invested according to The Family Place’s policies, legal and regulatory requirements.
* Commit to a two-year term and attend bi-monthly Board of Director meetings.
* Assist the Executive Director and Board of Directors including developing, approving, and overseeing the annual budget.

**About The Family Place**

How do you apply?

If you are interested in the position of Treasurer with The Family Place, please send a cover letter and resume to the attention of Allison McLean, President, Board of Directors at [familyplace.bod@gmail.com](mailto:familyplace.bod@gmail.com). We thank everyone for their interest!