



## **Treasurer, Centre for Earth and Spirit Society (Volunteer Position)**

### ***“Inspiring Consciousness for Human Responsibility to The Earth”***

Since its inception in 2003, the Centre for Earth and Spirit Society (CESS) has been offering life-affirming programs that inspire consciousness for human responsibility to the Earth. The CESS is a non-profit organization with charitable status whose mission is to offer sacred spaces for cultivating meaningful conversation, contemplation, and community. Through world-view shifting action, we co-create opportunities to deepen relationships and reciprocity with the Earth and all beings.

Our offerings currently focus on embodied eco-spirituality, end-of-life, and somatic well-being. Our experienced facilitators host regular weekly and monthly programs (online and in person), contributing to expanding intergenerational and cross-cultural communities of care. Future areas of interest include land and place-based experiences and natural burials.

Please visit our [website](#) for to learn more about our work.

### **Treasurer Responsibilities:**

- Oversee the financial administration of the CESS in cooperation with the bookkeeper, auditing firm and signatories for CESS accounts.
- Chair the Finance Committee of the board that meets quarterly - members include the chair and at least 1 board member
- Report to the board, liaise with the auditor, oversee the financial accountability of the organization according to Generally Accepted Accounting Principles and ensure the by-laws of the organization are followed.
- Work with the bookkeeper to prepare quarterly financial reports for the board and monthly financial reports for program directors.
- On an annual basis, the treasurer works with the auditor to prepare the annual financial statements and tax returns.

### **Treasurer Qualifications:**

- Excellent knowledge and experience working with financial and administrative systems
- Integrity
- Fiscally responsible

- Excellent attention to details

## **General Board Qualifications**

### **Ideal Skills/Experience**

- Excellent interpersonal, communication and leadership skills
- Experience in fundraising, grant writing and/or project management

### **Qualities:**

- Has a deep interest and care for the continuation of the organization and unfolding our mission, beyond personal involvement
- Integrity and honesty
- Open-minded and collaborative
- Able to prepare for meetings in advance
- Has the time to contribute easily
- Desire and commitment to steward the earth, water, air and all beings
- Respectful of other perspectives while able to articulate one's own opinion
- Committed to inclusivity
- Committed to ongoing processes of reconciliation with local and global First Peoples

### **General Board Responsibilities:**

- Attend regular board meetings in person, by telephone or by Zoom
- Attend the Annual General Meeting
- Participate in email discussions and decision making on an on-going basis
- Participate in ad hoc committees as needed
- Uphold CESS Constitution and Bylaws
- Be informed about the organization's mission, vision, and programming
- Advocate on behalf of the organization
- Serve as ambassador and champion of CESS
- Identify prospective board members and assist with recruitment when necessary
- Participate in the approval of the annual budget and monitor the financial performance of the society in relation to it

### **All Bodies are Welcome**

The Centre for Earth and Spirit Society inspires wellness and wholeness for all beings. All bodies are welcome. We aspire to operate on principles of non-violent communication, and have a zero-tolerance policy for hate speech and discrimination.

We honour historical and lived realities of Black, Indigenous, People of Colour, 2SLGBTQIA+, Disabled and chronically ill people. We also recognize the intersectional challenges and trauma often faced by women (transgender and cisgender), non-binary, and female-identifying queer and two-spirit people. **We create and include space for all beings as we walk together in this great time of awareness and deep systemic change.**

**Note:** For more information or to submit a letter of interest, please contact us at: [info@centreforearthandspirit.ca](mailto:info@centreforearthandspirit.ca).