Long Point Basin Land Trust (LPBLT) is Seeking a Volunteer Treasurer to serve on their Board of Directors.

Long Point Basin Land Trust, based in Port Rowan, Ontario, is seeking a Treasurer for its Board of Directors. We are a local Canadian Registered Charity dedicated to the protection of the biodiversity and habitats of the Long Point Basin area, much of which is within a UNESCO World Biosphere Reserve. Our ever-growing land acquisitions currently conserve 1428 acres (578 ha) on 20 nature reserves focusing on functioning ecosystems, such as woodlands, swamps, marshes, and savanna, as well as the species that rely on these ecosystems for habitat. At the heart of our success is our dedicated volunteers and donors – the community has a vital role to play in conserving ecologically important areas and our native wildlife.

Mission: To protect the rich biodiversity and habitats of the Long Point Basin area.

Vision: A future where the habitats and biodiversity of the Long Point Basin area are protected forever

The Long Point Basin Land Trust has a staff of five individuals including a part-time Finance Manager who processes the day-to-day bookkeeping and prepares the financial reports using QuickBooks Online. There is a Finance Committee of the Board of which the Treasurer is Chair. Together they guide the Board and staff with the financial and investment affairs of LPBLT

We are seeking a Treasurer on the 11-person Board of Directors willing to take on the responsibilities as outlined in the LPBLT Director and Treasurer Roles and Expectations document. Please review the document carefully prior to indicating your interest.

If you want to be part of a team that is dedicated to thriving, healthy biodiversity and habitats for the Long Point Basin area in perpetuity, please send your resume, including your volunteer experience, by October 12, 2026

Email: admin@longpointlandtrust.ca

If the email link does not work on your device, please copy and paste admin@longpointlandtrust.ca into your email application

Please use **Board Treasurer Application** in the subject.

Long Point Basin Land Trust (LPBLT) Director and Treasurer Roles and Expectations

All Board Members are Directors-at-Large. They are collectively accountable to the communities and other stakeholders that LPBLT serves and to the funders of the organization. They must act in consideration of the best interests of LPBLT. All directors of LPBLT are members. Membership in LPBLT is limited to Directors.

Roles and Responsibilities of all LPBLT's Directors:

- Provide the strategic leadership required to establish and review the organization's mission, vision, mandate, and goals
- Exercise responsible stewardship of LPBLT's resources
- Communicate its goals and achievements to communities and other stakeholders throughout the Long Point Basin and beyond
- Prepare for and participate in Board meetings, any Committee they serve on, as well as the Annual General Meeting

Expectations of all LPBLT Directors:

- Listen to others' views, express their own views, identify common interests and alternative options to issues facing LPBLT, and be open to compromise and finding consensus-driven solutions
- Support governance decisions once made
- Participate in the review and monitoring of LPBLT's vision, mission and objectives and in the development of the strategic plan
- Assist with the acquisition of funds and donor stewardship where possible
- Abide by the by-laws, code of conduct and other policies that apply to the Board
- Participate in the approval of the annual budget
- Be familiar with operational policies and participate in policy reviews
- Identify prospective Board Members
- Participate in the evaluation of the board itself
- Attend and participate in the Annual General Meeting
- Be an ambassador for LPBLT
- Remain informed about community issues relevant to LPBLT's vision, mission and objectives, and share relevant information with staff and Board.
- Sit on at least one of LPBLT Committees

Expectations Specific to Treasurer:
LPBLT employs a full-time Executive Director who is responsible for the financial management of the organization, alongside a part-time Finance Manager who handles the day-to-day bookkeeping duties and reporting. The Treasurer chairs and works with a Finance Committee of the Board and Executive Director to accomplish many of the expectations.

- The Treasurer should be prepared to dedicate a minimum of 4 to 6 hours a month to LPBLT in their combined roles as Director and Treasurer.
- Serve as Chair of the Finance Committee
- Serve as a Signing Officer
- Provide oversight of LPBLT's financial records to help ensure its books and accounts are accurate and up to date.
- Liaise with staff regarding financial matters
- Serve as primary liaison, based on direction from staff and Board, with LPBLT's professional Investment Advisor
- Inform the Board of Directors regarding investments and endowment funds
- Review the preparation of the annual Registered Charity Information Return (Form T3010) prior to filing
- Approve accounts payable where required by LPBLT's policies (i.e. monthly Executive Director's expense claim and monthly credit card statement)
- Present quarterly financial reports to the Board
- Review financial statements with accountant during annual review or audit
- Present annual financial report to the Board at the Annual General Meeting in the absence of the auditor
- Monitor the organization's budget-to-actuals with the Finance Committee
- Monitor the organization's financial risk with the Finance Committee
- Participate in Finance Committee's annual meeting with professional Investment Advisor
- Perform other duties as may be assigned by the Board

Qualifications and Values of Directors

- A working knowledge of the governance and operation of non-profit organizations
- An in-depth knowledge of the local community and a willingness to engage with potential partners and supporters
- A commitment to the organization's mission and strategic directions
- A commitment of time
- An openness to continual learning

Qualifications Specific to the Treasurer

- A background in accounting and/or financial management
- Knowledge of Canada Revenue Agency Charity Directorate an asset

Term of Directors

- New Directors should be prepared to serve for a minimum of three years.

Meeting Schedule and Locations

- Board Meetings are generally held quarterly (currently Wednesdays from 4:30 p.m. to 6:30 p.m.), or as determined by the Board and Staff availability)
- Committees generally meet quarterly (prior to Directors Meetings) or as needed
- Meetings are held at the LPBLT office in Port Rowan, with the option of hybrid and virtual formats.