



[The Elizabeth Fry Society of Calgary \(EFry\)](#)

Board Director: Accounting/Finance Professional

2 Year Elected Term, *renewable in accordance with bylaws*

Are you an **Accounting or Finance Professional** who would derive satisfaction from contributing to the supports and advocacy for women who are affected by systemic social issues that contribute to their criminalization?

EFry is accepting applications for Board Directors with these skills sets, and we'd love to hear from you.

ABOUT EFRY:

Our programs help women break the cycle of poverty and start again. Crimes of poverty are common for the majority of women we serve and about 80 percent of our clients are mothers. To help them find another chance to rebuild their lives, they need practical help and access to community resources.

The Society provides unique programs to women transitioning from prison to the community, as well as offers resources to women and youth involved in the justice system and courts.

Another key focus for us is to support immigrant women by educating them on their rights, as well as to help them navigate the complex immigration process.

We are a federally registered charity and incorporated under the Societies Act of Alberta. We operate under the direction of a community-based Board of Directors. Our Board governs the organization through policy and strategy. It is not involved in day-to-day operations or programs.

AUTHORITY:

The Board of Directors is the legal authority for **EFry**. As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

TERM:

A Director is elected for a two-year term by a majority vote of the Board or majority vote at the Annual General Meeting. The two-year membership may be renewed in accordance with the bylaws of **EFry**.

KNOWLEDGE, SKILLS AND COMPETENCE ACROSS THE FOLLOWING AREAS:

- CPA designation.
- Work with the Executive Director & Board Treasurer to ensure that appropriate financial reports are made available to the Board on a timely basis.
- Familiarity with corporate tax issues.
- Delivering financial statements and working papers in accordance with Board standards in a timely, effective manner.
- Facilitating monthly financial reviews with the Finance Committee.
- Advanced understanding of accounting principles, policies and audit techniques.

- Advanced knowledge and use of MS Office.
- Excellent written and verbal communication skills.

QUALIFICATIONS:

- Once appointed as a Board Director, the member is accountable for remaining in good standing with **EFry**'s Board.
- Holds a bachelor's degree or relevant career experience.
- Experience from business, government, philanthropy, or the non-profit sector.
- Previous Board experience is desirable.
- Clear understanding of the difference between Governance and Operational Boards.
- Strong, proven critical-thinking ability, demonstrated diplomacy, and emotional intelligence.
- Awareness of, and comfort with, the nuances of cross-cultural communications.
- Resides in the Greater Calgary Area.

TIME COMMITMENT:

- The Board member can expect to spend 8-12 hours each month on general Board duties.

FINANCIAL COMMITMENT:

- Prepared to cover own transportation cost to Board Meetings.
- Contribute a minimum annual donation to **EFry** of \$100.00.

OTHER REQUIREMENTS:

Successful candidates shall:

- disclose any potential conflicts of interest
- be available to attend Board meetings, held the third Wednesday of each month at the **EFry** office between 5:30–7:30 p.m.

TO APPLY:

Please forward your cover letter and resume to:

Lisa Rothwell
Vice President, Board of Directors
The Elizabeth Fry Society of Calgary
1731, 10 Ave SW
Calgary, AB T3C 0K1
Email: Board@EFrycalgary.ca

Thank you for your interest in **EFry**. Candidates selected for interview will be notified directly. We encourage applications from a diversity of backgrounds.