

Expression of Interest – Treasurer (Board of Directors)

Punjabi Community Health Services Manitoba (PCHS Manitoba)

About PCHS Manitoba

Punjabi Community Health Services Manitoba (PCHS Manitoba) is a registered non-profit organization committed to improving the health, wellness, and social well-being of individuals and families within Manitoba's Punjabi and South Asian communities. Guided by values of compassion, integrity, and inclusivity, PCHS Manitoba provides culturally responsive support, education, and community-based programming that promotes holistic wellness.

Position: Treasurer (Volunteer Board Position)

Location: Winnipeg, Manitoba

Commitment: Approximately 4–6 hours per month (including quarterly board meetings and committee work)

Term: Three (3) years, renewable

Compensation: Volunteer position (reasonable expenses reimbursed)

Role Overview

The Treasurer is an officer of the Board of Directors and plays a key role in ensuring responsible financial stewardship of the organization. The Treasurer works closely with the President, Secretary, and Board members to oversee the organization's financial management, ensure compliance with applicable laws and policies, and provide transparent reporting to the Board and stakeholders.

Key Responsibilities

- Oversee the care and custody of all funds and securities of PCHS Manitoba in accordance with the organization's by-laws.
- Ensure accurate maintenance of financial records, including books of account, budgets, and accounting records.
- Present financial reports at regular Board meetings and the Annual General Meeting (AGM).
- Work with external accountants or auditors to support annual filings and audits.
- Co-sign cheques or authorize disbursements as approved by the Board.
- Support the preparation of funding applications, grants, and financial reports.
- Advise the Board on financial planning, risk management, and internal control procedures.



- Uphold the fiduciary duties of care, loyalty, and good faith as defined by the Board's governance policies.

Qualifications

- Background in **accounting, finance, business administration, or related field** (CPA designation or equivalent experience preferred).
- Previous experience serving on a non-profit board or in a financial management role is an asset.
- Strong understanding of financial statements, budgets, and reporting practices.
- Familiarity with Manitoba's **Corporations Act** and non-profit financial compliance requirements.
- Commitment to PCHS Manitoba's mission and values.
- Integrity, discretion, and ability to work collaboratively in a volunteer board environment.

How to Apply

Interested individuals are invited to submit the following to info@pchsmb.ca by **November 14, 2025**:

- A brief statement of interest (1–2 paragraphs) outlining relevant experience and motivation to serve.
- A current résumé or summary of qualifications.

Shortlisted candidates may be contacted for an interview with the Nominations Committee. All applications will be handled with confidentiality and in accordance with the organization's by-laws.

