



# FINANCE

## Committee Member

# WHO SHOULD APPLY

Candidates who can demonstrate their interest in:

- Supporting the Christmas Bureau's mission, values and guiding principles
- Bringing a diverse knowledge, experience and cultural base
- Committing time for Finance Committee duties and related activities
- Bringing financial and accounting knowledge and expertise to the Committee table

Experience in any of the following areas would be an asset:

- Financial background
- Accounting background
- Audit background
- Financial reporting and forecasting skills
- Demonstrated analytical and problem solving skills
- Not for profit committee experience

# RECRUITMENT PROCESS

Interested candidates are required to submit a resume highlighting experience and a cover letter expressing interest.

Your Christmas Bureau Committee Application Package should include:

- Cover letter (one page) outlining your interest in serving on the Christmas Bureau Finance Committee
- Resume (maximum three pages)
- Two references
- What committee you are applying for.

Please submit your application package to:

Susan Sarrasin, Human Resource Committee Chair  
Email: [board@christmasbureau.ca](mailto:board@christmasbureau.ca)

For additional information about the Christmas Bureau of Edmonton, please contact Darlene Kowalchuk, Executive Director by email at [darlene.kowalchuk@christmasbureau.ca](mailto:darlene.kowalchuk@christmasbureau.ca) or by phone at 780-414-7682.

To learn more about the Christmas Bureau of Edmonton visit us at [christmasbureau.ca](http://christmasbureau.ca)



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## Committee Member Recruitment

Mandate: To provide a festive meal and coordination of Christmas giving to Edmontonians in need.

A volunteer driven charity, non-denominational and accessible to all Edmontonians in need, the Christmas Bureau provides festive meals to Edmontonians in need and teen gift cards to Edmonton teens age 13 to 17. The Christmas Bureau provides coordination of Christmas services in partnership with various Christmas giving organizations like 630 CHED Santas Anonymous, Junior Chamber International and the Salvation Army to minimize the duplication of services. Approximately 50% of the clients served are children and teens under the age of 18 years.

Providing a one-stop application process for three Christmas giving programs—festive food program, teen gift card program and toys for children, applicants are screened for eligibility with dignity and respect. This reduces the stress on families by not having to apply to multiple agencies to ensure that all Christmas services are provided.

The Finance Committee is a standing committee reporting to the Board. Reporting via the Treasurer / Finance Committee Chair, the Committee assists the Board to manage the financial operations and oversee compliance requirements by:

- Assisting with the development of the annual budget and three year forecasts
- Reviewing monthly financial statements and accounting practises
- Assisting with preparation for the annual audit
- Developing an investment strategy
- Review, monitor and develop all financial policies and procedures ensuring compliance with standard accounting practices and compliance requirements

What We Can Offer You:

- Opportunity to give back to your community
- Experience working on a not-for-profit committee
- Effective use of your expertise and experience
- Networking possibilities
- Opportunity to enhance/grow your knowledge and experience

*It is greater than one meal. One act of kindness can impact someone for a lifetime.*

Christmas Bureau of Edmonton  
#1, 12122 68 Street, Edmonton, AB T5B 1R1  
780-421-9627 [christmasbureau.ca](http://christmasbureau.ca)

