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TREASURER & DIRECTOR

Overview

Young Women in Law (YWL) is a not-for-profit organization that aims to provide young women lawyers in their early stages of practice with a platform and the tools to connect with other lawyers, enhance their skills and give back to their community. YWL also provides support to young women lawyers as they navigate the early stages of their career, seek to make career transitions and strive to balance work with their personal life.

The Board of Directors is a team of women lawyers who direct the organization. Each Director fulfills a specific role and manages the responsibilities associated with her portfolio. The Directors work together to put on exciting events and other activities to further YWL's mission statement.

General Information

- The term of office is two (2) years.
- Board members must be YWL members in good standing.
- Board members are required to attend monthly meetings. Board meetings are held on the second Tuesday of each month.
- Board members are also expected to attend quarterly meetings with YWL's Advisory Board.
- Board members are strongly encouraged to attend YWL's events.

The Role

As Treasurer, you will be responsible for working to maintain financial records of YWL and ensuring payment and tracking of expenses for events and membership. In particular, your duties will include:

- Maintaining the financial records of YWL and ensuring payment and tracking of expenses for events and membership.



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- Providing financial records to YWL's auditors each year and answering any questions necessary to complete the annual audit and tax filings.
- Reviewing financial statements.
- Processing and logging all disbursements and deposits.
- Maintaining/financing subscriptions.
- Keeping records up to date including invoices and journal entries.
- Maintaining a perpetual picture of the organization's financial situation.

As Director, you will be responsible for the following duties, including but not limited to:

- Overseeing the management of the activities and affairs of YWL.
- Ensuring the timely identification of material risks to YWL and the implementation of appropriate systems and processes to identify, monitor and manage material risks.
- Attending YWL Board of Directors meetings and acting as an engaged member of the Board, including assisting other directors and officers with completing their duties, as necessary.
- Attending YWL Advisory Board Committee meetings and acting as an engaged member of the Committee.
- Promoting YWL to your network of associates, colleagues and friends.

Requirements

As well as supporting the objectives and purposes of YWL, to be considered for this position you must be able to meet the following requirements:

- Excellent organizational skills.
- Excellent Microsoft Excel proficiency.
- Demonstrated financial/accounting acumen.
- Proven track record of effectively partnering with team members, external organizations and partners.



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- Demonstrated leadership skills.

Additionally, the following attributes/experiences are appreciated (but not required):

- Experience with strategic plans, budget planning and strategic direction.
- Knowledge of the relevant legislation that governs not-for-profit corporations in Canada.