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Black Physicians of Canada (BPC) Board of Directors - Treasurer (Volunteer position)

About Black Physicians of Canada

Black Physicians of Canada (BPC) is a Black-led, national, federally incorporated, non-profit organization that unites, supports, amplifies and empowers Black physicians, physicians-in-training, and Black communities in what is now known as Canada. By improving opportunities, leadership roles, and influence to support lifelong careers for Black physicians and medical learners, BPC helps Black physicians and physicians-in-training actively combat and reverse intersecting Black health disparities across Canada. BPC runs successful programs and activities that straddle mentorship, education, leadership, medical practice, and medical system advocacy. This work is reflected in our newly launched [2025-2030 Strategic Plan: Recognizing Our Power](#).

General Description

The Treasurer is an officer of the Board of Directors responsible for ensuring appropriate financial policies, reporting, and controls are in place, while supporting informed decision-making by the board. Other duties are set out in [Sec. 9.8 of the by-laws](#). All day-to-day bookkeeping and accounting functions are performed by staff and overseen by the Executive Director.

KEY RESPONSIBILITIES

- Serve as Chair of the Finance Committee (Three meetings per year as necessary, approximately 1 hour each)
- Provide financial reports to the Board
- Attend Board of Director meetings (Six times a year, approximately 1 hour each)
- Ensure the board understands the organization's financial status
- Present the budget to the board for approval
- Oversee compliance with legal, regulatory, and tax requirements
- Ensure recommendations from auditors/reviewers are addressed
- Monitor financial risks and mitigation strategies

Average time commitment is 4 hours per month with heavier time commitment during the audit period (February to May) and budget approval period (October to December).