

**Wordfest, Calgary's festival of authors and ideas is recruiting a new board treasurer.
Apply to join Wordfest Board of Directors**

Celebrating its 25th anniversary in 2020, Wordfest connects Calgarians with life-changing experiences at more than 180 live events featuring authors and ideas, year-round and at our spring and fall festivals. You can learn more about us at wordfest.com.

We're looking for an individual who can fill the board's treasurer role for a three-year term. As a not-for-profit charitable arts organization our treasurer works with management to ensure clear and accurate financial reporting is available to the board to help the organization make sound financial decisions.

The qualities and skills we're looking for in our next treasurer include:

- A CPA accounting designation with a minimum of 5 years post designation experience.
- Organized and capable of assessing management's financial processes and providing the board timely updates.
- Competent with internal controls – understanding what level of controls are right for the organization.
- Experience with budgeting/forecasting and monitoring.
- Previous experience in finance and audit committees for profit or not-for-profit organizations.
- A strategic mindset, as well as a clear understanding financial operation.

As a governance board, board members are responsible for the overall governance of the festival providing strategic guidance and oversight of the organization but are not involved in the day-to-day operations.

The Board works with Wordfest's management team to oversee the development of the strategic plan. Key responsibilities of the board include development of mission and values, strategic planning, financial oversight, supervision, succession planning for the CEO, risk identification and oversight, governance and legal compliance.

Interested applicants must have a willingness and time available to participate in monthly board and committee meetings and activities, be 18 years of age or older, and be passionate, creative and eager to lead Calgarians in celebrating life-changing ideas.

Please include the following:

1. Cover Letter

1. Briefly tell us why you're applying to serve on the Wordfest Board of Directors and what contribution you can make on our team.

2. A resume highlighting your experience and qualifications including:

1. Business/work experience
2. Previous board experience
3. Past experience that would assist the board, particularly in the areas of expertise listed above
4. Previous community and/or volunteer activities
5. Contact information (including full legal name, address, phone numbers, email)
6. Two work and/or volunteer related references (name, contact information)

Please submit your cover letter and resumé to:

Sandra Grills
SGrills@wordfest.com

Note that only those individuals shortlisted for an interview will be contacted.