



### **Board of Directors and Finance and Audit Committee member (volunteer)**

The Leftovers Foundation is one of Canada's largest tech-enabled food rescue organizations. We envision a world where communities come together and are engaged in reducing food waste. We reshape how our communities fight poverty, reduce food waste, and save our environment. Along with our volunteers, donors, and service agencies, we seek to fulfill our mission to reduce food waste and increase access in communities across Western Canada.

The Leftovers Foundation is currently recruiting for an additional **Board member who will sit on the Finance and Audit Committee**. We welcome interest from individuals located in **Winnipeg, Edmonton, and Calgary**.

The ideal candidate will be a **CPA in good standing with public practice experience in the not-for-profit area**, who is passionate about the Leftovers mission and is willing to be an active contributor as a volunteer.

Specifically, we are looking for expertise in the areas of:

- Expert/proficient with Accounting Standards for Not-for-profit Enterprises in Canada
- Full cycle accounting experience
- Experience with audit/assurance (practicing or exposure through private enterprise) and internal control documentation
- Financial planning/budgeting
- Financial reporting

Board Directors are responsible for exercising due diligence in the performance of their duties and have a fiduciary duty to:

- Demonstrate an understanding of, and commitment to Leftovers, by personally supporting and advocating for Leftovers to the best of his/her ability.
- Provide access to key stakeholders and serve as a source of informed insight between Leftovers and stakeholder communities by engaging policymakers, educational institutes, vendors, social service agencies, stakeholders with an interest in our goals, and other community members.
- Attend Board and Committee meetings regularly and be fully prepared to discuss matters on the agenda. If unable to attend, review meeting minutes and understand what was agreed to in their absence, and register a dissenting vote to record any disagreement.
- Exercise good judgment and act with honesty and integrity.
- Respect and abide by the laws of Alberta and Canada.
- Maintain confidentiality of any information obtained in their capacity as Director.
- Participate in developing a strategic plan, identifying strategic directions and key results and monitoring progress.
- Participate in regular reviews of Leftovers governing documents and policies.



- Request more information or time if unable to make a decision with the information provided by management.
- Participate in Board development (i.e. recruitment, orientation, development and assessment) and succession planning.
- Provide personal expertise to all Board matters whenever possible; provide advice and make decisions in the best interests of Leftovers, not in their own self-interest.
- Being aware of and avoiding actual or perceived conflicts of interest and declaring any conflicts of interest at the start of each Board or Committee meeting; disclosing and abstaining from voting when required.
- Actively and visibly participate in at least two public events annually, including the annual fundraiser.
- Personally support fundraising efforts.
- Provide an estimated time commitment of 4-12 hours per month, in addition to participation at Leftovers' Annual General Meeting. Board and Committee meetings are held virtually. **The term of a Board Member is three years, with the option to renew for one additional term.**

#### Finance Committee Roles and Responsibilities:

- Ensure systems are in place relative to the handling of funds, monitoring performance and special reporting requirements that may be required by funders and/or government agencies/regulators
- Review and approve monitoring protocol, signing authorities and spending limits, and ensure that appropriate internal controls are in place
- Oversee the work of the external audit, review the findings and audited financial statements, ensure the statements are available prior to the AGM, and ensure implementation of the audit recommendations
- Review and recommend to the Board of Directors on matters pertaining to the financial position on a regular basis.
- Review and recommend to the Board of Directors on the annual budget
- Enquire into and discuss the risk assessment and management policy with management.
- Recommend the amount to transfer into Internally Restricted Funds to the Board.
- Oversee and advise on investment of funds
- Recommend acceptance of the audited financial statements to the Board.



- Recommend appointment of auditors to the Board.

The Leftovers Foundation recognizes that issues within our food systems are deeply rooted in racial, economic and social inequities. As an organization that strives to tackle these issues, we are committed to incorporating Inclusion, Diversity, Equity, and Accessibility (IDEA) in all the work we do, and that includes how and whom we recruit for our team of volunteers and staff.

Please submit your resume or CV to express interest in this volunteer role by February 28, 2025 to the Leftovers' Governance & HR Committee at [boardrecruit@rescuefood.ca](mailto:boardrecruit@rescuefood.ca).