FONDATION
RUISSEAU
BOUCHARD

Strategic Volunteer Mandate for Valérie Pinard

Introduction

Valerie Pinard serves as the Treasurer for the Bouchard Creek Foundation (FRB), responsible for overseeing the financial integrity and transparency of the Foundation. The Treasurer is a member of FRB's Board of Directors and is always a volunteer senior executive from the private sector. As the FRB scales its activities and increases its financial operations, the Treasurer's role becomes increasingly important in maintaining financial accountability, regulatory compliance, and strategic financial leadership.

Mandate Objectives

- **Financial Oversight and Transparency:**
  - Review and verify the accuracy of the monthly statements provided by RBC, ensuring all transactions align with FRB's activities and financial records.

- **Invoice Processing and Management:**
  - Process and authorize payment for fewer than ten invoices annually, ensuring each is properly documented, approved, and recorded in the FRB's financial system.

- **Donation Management and Receipting:**
  - Issue official charitable receipts for donations exceeding C$100, maintaining compliance with the requirements set by the Canada Revenue Agency (CRA).

- **Annual Financial Reporting:**
  - Provide the necessary documentation and financial information to KPMG to support timely and accurate preparation and submission of annual government reporting.

- **Strategic Financial Contributions:**
  - Actively participate in Board meetings, providing strategic insights and recommendations to facilitate and encourage private sector donations.
  - Offer guidance on best practices and strategies for attracting financial contributions from private sector businesses, philanthropists, and Canadians residing domestically and abroad, including the US and other international locations.

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Special Conditions of the Mandate

- Recognize the historically limited volume of financial transactions (less than ten per year) and anticipate a significant increase over the next twelve months, adjusting oversight accordingly.
- The Treasurer will perform the role remotely, requiring minimal time commitment, typically focused on monthly statement review, invoice processing, and annual reporting periods.

Expected Deliverables

- Monthly confirmation of accurate financial statements and transactions.
- Timely processing and payment of invoices.
- Proper issuance of charitable receipts to donors in compliance with CRA standards.
- Completion of annual financial reporting requirements, facilitating accurate and efficient auditing by KPMG.
- Contribution of strategic financial expertise during Board discussions, specifically focusing on enhancing private sector financial support.

Duration of the Mandate

This mandate will continue for the next twelve months, beginning in June 2025, and will be reviewed annually to ensure alignment with evolving FRB needs and regulatory requirements.

Validation and Monitoring

Quarterly financial oversight reviews will be conducted with the FRB Board of Directors to monitor compliance, evaluate progress toward strategic financial goals, and adjust procedures as necessary.

George Cervinka - President
Fondation Ruisseau Bouchard (FRB)