

**Finance and Audit Committee Public Member/Subject Matter Expert  
Volunteer Opportunity**

The **COLLEGE OF FAMILY PHYSICIANS OF CANADA** (CFPC) requires a public member, who is a subject matter expert, to join their Finance and Audit Committee, a standing committee reporting to the Board of Directors. The purpose of this committee is to assist the Board to carry out governance responsibilities related to approving annual budget and monitoring the financial management of the CFPC. In addition, to ensure the adequacy and effectiveness of financial reporting, internal controls, management information systems and risk management, and that the allocation of financial resources is aligned with the CFPC's strategic priorities.

**ABOUT THE COMMITTEE**

The committee typically meets in the early Fall for an all-day face to face meeting at the CFPC's office. In addition to the face to face meeting, the committee typically meets an additional 3 to 4 times per year by videoconference for approximately 2.5 to 3 hours for each.

The specific duties and responsibilities carried out by the committee include:

- 1) Make recommendations and/or report to the Board re the following:
  - a. Annual operating and capital budgets and business plans, including the appropriateness and validity of material assumptions and estimates used to prepare such budgets or plans
  - b. Financial Forecasts
  - c. CFPC reserve funds
  - d. CFPC investments and Investment Policies
  - e. CFPC Employee Pension Fund Investments and Policies
  - f. Quarterly/Semi-Annual/Annual financial statements with respect to the financial performance of the College
  - g. Pension actuaries' reports
  - h. Policies related to financial and risk management.
- 2) Fulfill the function of an Audit Committee

The full Terms of Reference of the Committee are available by clicking [here](#)

**REQUIREMENTS FOR PUBLIC MEMBER/SUBJECT MATTER EXPERT:**

- CPA with 5 or more years of experience with not-for-profit organizations
- Professional experience with health care organizations
- Interest in and understanding of the role of family medicine in the health care system
- Excellent communication and interpersonal skills
- Some experience as a member of a Board of Directors or a standing committee of a Board of Directors is an asset

**This is an unpaid committee position for a three-year term, renewable once.**

**To apply for this exciting opportunity please submit a letter of interest and your résumé to [tl@cfpc.ca](mailto:tl@cfpc.ca) by March 26, 2020.**

The CFPC is committed to fostering a healthy and positive work environment. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the CFPC encourages applications from all qualified candidates and will accommodate applicants' needs throughout all stages of the recruitment and selection process. If selected to participate in the recruitment and selection process, please inform us when contacted of any accommodations(s) that you might require to ensure your equal participation.

We thank all those who apply but only those selected for further consideration will be contacted.