

Board Treasurer

Organization: Rezonance Baroque Ensemble

Location: Toronto, Ontario

Commitment: Volunteer Board Position

Website: <https://rezonanceensemble.com/>

About Rezonance Baroque Ensemble

Rezonance Baroque Ensemble is a Toronto-based period instrument ensemble dedicated to presenting engaging, historically informed performances of Baroque music. Through concerts, collaborations, and community engagement, we strive to make early music accessible and inspiring for diverse audiences. Rezonance was founded in 2012, incorporated as a non-profit in 2014, and achieved Canadian charitable status in 2021. The Board is a small, collegial group that is engaged and works together to support the concert series.

Position Summary

Rezonance Baroque Ensemble is seeking a volunteer **Board Treasurer** to join our Board of Directors. This is an excellent opportunity for someone with financial management, accounting, or nonprofit experience who is passionate about supporting the arts and helping a growing charitable organization achieve its mission.

The Treasurer works closely with the Board of Directors and Finance Committee to oversee the organization's financial health, ensure sound financial practices, and support strategic planning and fundraising efforts. The Treasurer advises and assists the Artistic Director in creating concert and operating budgets and tracking expenses.

Key Responsibilities

Financial Management

- Advise and assist the Artistic Director in creating concert and operating budgets and tracking expenses.
- Monitor and reconcile bank statements using QuickBooks.
- Review and maintain the organization's annual operating budget and concert budgets.
- Prepare financial reports for Board meetings and annual financial statements.
- Provide financial forecasts and analysis to support Board decision-making.
- Ensure compliance with Canadian accounting standards and tax requirements for nonprofit and charitable organizations.
- Review, approve, and process expenses and reimbursements.

Fundraising and Grants

- Support the planning and execution of fundraising initiatives.
- Assist in researching and preparing grant applications.
- Work with the Finance Committee to maintain donor records.
- Help ensure charitable tax receipts are issued accurately and in a timely manner.

Qualifications

Ideal candidates will have:

- Experience in accounting, bookkeeping, finance, or financial management.
- Familiarity with QuickBooks or similar accounting software.
- Knowledge of nonprofit or charitable financial practices is an asset.
- Strong organizational and analytical skills.
- Excellent attention to detail and integrity in handling financial information.
- An interest in supporting the arts and community-based organizations.

Time Commitment

The Treasurer serves as a volunteer member of the Board of Directors. Responsibilities include attending regular Board meetings, participating in Finance Committee meetings as required, and completing ongoing financial oversight throughout the fiscal year (July 1–June 30). Time commitment averages several hours per month, with additional time during budgeting, year-end reporting, and grant application periods. Board members who are interested and available are also encouraged to volunteer in person at concerts, but this is not a requirement.

Why Join Us?

As Treasurer, you will play a vital role in supporting the financial sustainability of Rezonance Baroque Ensemble while helping bring exceptional chamber music to audiences across the Greater Toronto Area and beyond. You'll have the opportunity to contribute your professional expertise, collaborate with a passionate volunteer Board, and make a meaningful impact on Toronto's cultural community.

We welcome applications from individuals with diverse backgrounds and encourage anyone interested in supporting the arts through volunteer leadership to apply.

Interested applicants:

Please send an email with a short description of yourself and your interest in the position, and CV or résumé to info@rezonanceensemble.com.