



Cassie Luftsprung, Artistic Director

giving voice, enriching lives, creating extraordinary music

Treasurer, Board of Directors

British Columbia Girls Choir

About Us

The British Columbia Girls Choir Society (BCGC) is an award-winning choral organization committed to empowering young voices through exceptional music education and unforgettable performance opportunities. Hundreds of young singers have been empowered to excel in music and in life through BCGC's world-class music education, transformative performances, and global experiences.

Currently, BCGC serves up to 120 + singers across five choir levels, from Grades 1 through 12, including the annual SpringSing Education Outreach Program, which brings together young singers in Grades 4 to 6, to work under the leadership of Artistic Director Cassie Luftsprung and culminates in a performance at our season finale concert. Our singers come from 12 communities across the Lower Mainland, including Burnaby; Coquitlam; Langley; Maple Ridge; Mission; New Westminster; North Vancouver; Pitt Meadows; Port Coquitlam; Port Moody; Surrey; and Vancouver.

At BCGC, we are proud to offer a rich and supportive environment that fosters teamwork, discipline, and musical excellence. Singers develop lasting friendships in a safe, respectful and supportive environment that nurtures their musical and personal growth, with benefits extending beyond the music: BCGC programs build confidence and foster social and personal responsibility, while offering a welcoming community for singers and their families.

Our Staff

BCGC's dedicated staff includes the Artistic Director and collaborative pianist; the General Manager, a part-time Administrative Assistant/Social Media Manager; and an external accounting firm. All the staff work closely together to deliver the BCGC programs. The Board of Directors oversees the Society and supports the staff for all important decisions.

What We're Looking For

BCGC is currently seeking a **Treasurer** to serve as part of our **Board of Directors**. This is an exciting opportunity to contribute to a dynamic, world-class arts organization that is shaping the next generation of musicians and leaders.

Responsibilities of the Treasurer include:

- Ensuring ongoing compliance with the *BC Societies Act* and the *BC Income Tax Act* by preparing and maintaining the Society's financial records, reports, returns, and books of account;
- Ensuring compliance with all donor and funder requirements by preparing, maintaining, and submitting financial reports and other documentation as required;
- Preparing and presenting financial statements and other financial information to the Board of Directors, members, and other stakeholders as required;
- Preparing and delivering quarterly financial reports to the Board of Directors, including forecasts and variance analysis;
- Working with staff, preparing the Society's budget, annual tax return, and grant applications including the British Columbia Gaming Grant;

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- Ensuring the Society maintains sound, current, and acceptable financial management practices;
- Overseeing accurate accounting of Board receipts and disbursements related to Board-approved expenditures;
- Serving as a signing officer of the Society, together with one other Director and/or the senior manager;
- Chairing the Finance Committee, including:
 - Reviewing and maintaining the committee's Terms of Reference and mandate;
 - Convening and chairing committee meetings;
 - Coordinating the preparation and dissemination of meeting minutes and other documents;
 - Leading the planning and evaluation of committee activities; and
 - Reporting regularly to the Board on committee activities and recommendations.
- Participating on the Executive Committee; and
- Ensuring a thorough and timely handover of duties and records to incoming Treasurer at end of term.

General Board Responsibilities and Eligibility

The British Columbia Girls Choir Society Board of Directors is comprised of 5-9 Directors, each of whom must be a member of the Society. Society membership is open to those who are 19 years of age or older, are interested in advancing the purposes and supporting the activities of the Society and agree to abide by the Society's Code of Conduct. Annual society membership is \$10 per year. The majority of Directors must not be parents of singers enrolled in the choir's programs in the current choral year (currently September 2025 – June 2026).

Due to our current Board composition, we are not currently able to accept applications from current choir parents; we expect the next parent vacancies to open in September 2026.

Time Commitment

The Treasurer role requires about 5–15 volunteer hours per month for a two-year term, with occasional periods throughout the year than may require additional time:

- Chairing the Finance Committee, with meetings held over Zoom on an as-needed basis (no fixed schedule);
- Approximately 2 hours each month to review and finalize financial reports and documents;
- Between 6 and 8 two-hour Board meetings each year, with meetings alternating between in-person and online formats;
- An Annual General Meeting (typically held in person in November); and
- An annual one-day Board retreat (typically held in person in June).

Directors may also be asked to participate in special projects.

How to Apply

If you are interested in our mission of *giving voice, changing lives, and creating extraordinary music*, and want to make a real impact on young musicians' lives, we'd love to hear from you! To apply, please send an expression of interest to applications@bcgirlschoir.org.

For more information or any questions, please reach out to applications@bcgirlschoir.org.