

HONENS BOARD

BOARD TREASURER JOB DESCRIPTION

In 1991, philanthropist Esther Honens established The Esther Honens International Piano Competition Foundation in her hometown of Calgary with a gift of \$5 million. Her dream was to discover and launch the careers of the world's most promising emerging pianists—a dream that has become a highly renowned international success story. The Honens International Piano Competition takes place every three years and is regarded globally as one of the most prestigious events of its kind. The organization, with its renowned Artistic Director Jon Kimura Parker, continues to grow in both prestige and stature and to attract increasingly talented pianists.

Following a process overseen by three separate juries, the Honens Prize Laureate is awarded \$100,000 (CAD) and a comprehensive artistic and career development program which includes debut recitals in some of the world's most renowned concert halls, residencies, recordings, and other significant career-building opportunities. The triennial competition is augmented by an annual four-day festival which provides meaningful community outreach with a balanced program of high-quality free and ticketed educational and concert events. The Honens Festival was named 2015 Festival of the Year at Tourism Calgary's White Hat Awards in recognition of Honens' efforts to enrich Calgary's community spirit and raise its profile as a tourism destination on national and global scales.

This role is an unpaid member of the Honens Board of Directors.

Function of the Honens Board

- set Honens' strategic direction, including the identification, formation, and maintenance of organizational values, mission and vision;
- select and evaluate the President & CEO; determine his/her compensation; ensure succession plans are in place;
- approve business and financial plans developed by Management and offer advice as requested;
- monitor processes for evaluating the adequacy of internal controls, risk management, financial reporting and compliance, and satisfy itself to the adequacy of such processes;
- nominate annually a slate of Directors and Officers capable of carrying out the duties and responsibilities associated with the Board's role;
- ensure, together with Management, that the organization is able to attain adequate financial support including direct financial support in accordance with the Board's guidelines;
- ensure governance practices are sound and transparent.

Individual responsibilities of Board Members

- prepare for, regular attendance at, and active participation in Board meetings and the Annual General Meeting;
- attend and participate in cyclical strategic visioning exercises and other planning and training sessions;
- active participation on at least one Board Committee;
- complete the annual Board evaluation process;
- actively support the fundraising activities of Honens;
- make an annual personal donation;
- attend as many Honens events as possible.

Responsibilities of Treasurer

- chair the Finance Committee
- ensure the timely presentation of interim statements and recommend for approval the annual financial statements, prepared in accordance with generally accepted accounting principles
- review unaudited interim financial statements with management and, if appropriate, the external auditor, and approve, with the Finance Committee, any information in the annual financial statements prior to presentation to the entire Board of Directors
- review, prior to issue or review by the Board, all official Foundation documents which may include financial statements and annual reports
- monitor the external audit function and liaise with the external auditor as required
- recommend the appointment of the external auditor and its remuneration
- ensure the external auditor reviews and recommends changes to the systems of internal control to ensure they are in compliance with legal, regulatory, and ethical requirements
- review Board expenses and, in absence of the Board Chair, the expenses of the President & CEO
- monitor and reviews emerging issues and proposed changes in accounting standards
- review annually all insurance coverage
- cyclically review controls and procedures

Apply in confidence to:

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