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## Chemical Institute of Canada - Treasurer

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The Chemical Institute of Canada (CIC) is seeking a person to fulfill the role of Treasurer on its Board of Directors. This position is a three-year term, renewable once. The Treasurer is responsible for the finances of the CIC Board, ensuring proper accounting records and practices are in place, safekeeping of securities, and disbursement of the funds of the CIC. The term for this position begins following confirmation by the membership at the Annual General Meeting (AGM) of the CIC (May/June). The role involves attending six to ten virtual board meetings per year and an in-person meeting at the CIC AGM during the annual Conference. More details are available in the attached Terms of Reference for the CIC Treasurer and CIC Finance Committee.

We are seeking a dynamic person with financial training who may or may not be a chemist or chemical engineer. Candidates should have sufficient time and energy to devote to this position and be a leader for all chemical sciences in Canada. All members of the Board are expected to promote and advocate for equity, diversity and inclusion amongst all Board Members, National Team Staff, and Members.

To nominate yourself or a colleague, please email the Chair of the CIC Nominating Committee via [CICAdmin@cheminst.ca](mailto:CICAdmin@cheminst.ca) by February 16, 2026, subject line "CIC Call for Nominations" and attach a *single* PDF file named "CIC Treasurer Call\_\_*last name*" containing a statement of up to 250 words highlighting financial training, experience on boards, and an abbreviated resume/CV of at most two pages. If you nominate a colleague, please ensure that you have their consent before forwarding their information. Nomination packages in either French or English are welcome.

The CIC Board seeks to represent all the CIC membership. In the election process, we aim for balance in areas of chemical interest, geographic representation, and membership demographics, including under-represented and equity-deserving groups. For more information, contact the current Past-Chair, [Josephine Hill](#).

### Who We Are:

The Chemical Institute of Canada (CIC) is a member-based not-for-profit association that champions the advancement of the chemical sciences in Canada. We are a national organization that helps our members connect, learn, celebrate excellence, and grow their careers. Through our support, the current and future generations of leaders are ready to foster a more resilient, inclusive future for everyone in Canada. Our recently renewed Strategic Plan outlines our plan to

serve members, especially early career professionals, increase regional engagement, and foster increased collaborations. Join us as we embark on this exciting journey to shape the present and future of the chemical sciences and engineering community. Learn more about how the CIC serves 4,000+ chemical science professionals here ([www.cheminst.ca](http://www.cheminst.ca)) and imagine yourself as a part of the CIC Board!

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## Institut de chimie du Canada — Trésorier

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L'institut de chimie du Canada (ICC) est à la recherche d'une personne pour occuper la fonction de trésorier au sein de son conseil d'administration. Ce poste a une durée de trois ans, renouvelable une fois. Le Trésorier est chargé des finances du Conseil de l'ICC, d'assurer que des registres comptables et que des pratiques appropriées sont en place, d'assurer la garde des titres ainsi que le décaissement des fonds à l'ICC. La durée de ce poste commence après la confirmation par les membres lors de l'Assemblée générale annuelle (AGA) de l'ICC (mai/juin). Ce rôle comprend d'assister à six des 10 rencontres du Conseil virtuelles du conseil par année et à une réunion en personne lors de l'AGA de l'ICC pendant la Conférence annuelle. Plus de détails figurent dans le mandat à l'intention du Trésorier de l'ICC et du Comité des finances de l'ICC.

Nous recherchons une personne dynamique ayant une formation en finances qui pourrait ou non être une chimiste ou une ingénieure chimiste. Les candidats doivent disposer de suffisamment de temps et d'énergie à consacrer à ce poste et être un leader pour toutes les sciences chimiques au Canada. Il est attendu de tous les membres du Conseil qu'ils fassent la promotion et soient des défenseurs de l'équité, de la diversité et de l'inclusion parmi tous les membres du Conseil, des membres du personnel de l'Équipe nationale et des membres.

Pour soumettre votre candidature ou celle d'un collègue, veuillez envoyer un courriel au Président du Comité des nominations de l'ICC à l'adresse [CICAdmin@cheminst.ca](mailto:CICAdmin@cheminst.ca) d'ici le 16 février 2026, en indiquant dans la ligne d'objet « Appel à nominations de l'ICC » et en joignant *un seul* fichier PDF intitulé « *Appel à candidature à titre de Trésorier de l'ICC\_ nom de famille* » incluant une déclaration d'au plus 250 mots soulignant la formation en finances, des expériences au sein de conseils et un curriculum vitae abrégé d'au plus deux pages. Si vous soumettez le nom d'un collègue, veuillez vous assurer que vous avez son consentement avant de faire parvenir les renseignements. Les documents de nomination en français ou en anglais sont acceptés.

Le Conseil de l'ICC cherche à représenter tous les membres de l'ICC. Dans le cadre du processus de nomination, nous recherchons un équilibre entre les domaines d'intérêts en chimie, la représentation géographique et les données démographiques des membres, y compris les groupes sous-représentés et méritant d'être traités avec équité. Pour plus de renseignements, communiquez avec l'ancienne présidente actuelle, [Josephine Hill](#).

### Qui sommes-nous :

L'Institut de chimie du Canada (ICC) est une association sans but lucratif fondée sur des membres qui soutient l'avancement des sciences chimiques au Canada. Nous sommes une organisation nationale qui aide ses membres à connecter, à apprendre, à célébrer l'excellence et à faire progresser leur carrière. Au moyen de notre soutien, les générations actuelles et futures de chefs de file sont prêtes à promouvoir un avenir plus résilient et inclusif pour tous au Canada. Notre Plan stratégique récemment renouvelé souligne notre plan visant à servir les membres, particulièrement les professionnels en début de carrière, à rehausser notre engagement régional et à promouvoir la hausse des collaborations. Joignez-vous à nous alors que nous entamons ce périple visant à façonner le présent et l'avenir des sciences chimiques et de la communauté des ingénieurs. Apprenez-en davantage au sujet de la manière dont l'ICC sert plus de 4 000 professionnels en sciences chimiques ici ([www.cheminst.ca](http://www.cheminst.ca)) et imaginez-vous à titre de membre du Conseil de l'ICC!



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## CIC Treasurer

### Terms of Reference

- Elected for a three-year term, normally taking office at the 1<sup>st</sup> meeting of the CIC Board meeting following the Annual General Meeting (AGM) at which they are elected. The position is renewable once for a total term of six years.
- Must have financial training and does not need to be a member of the CIC.
- As per the bylaws: *Each Director shall be an individual who is not less than 18 years of age. No person who has been found by a court in Canada or elsewhere to be mentally incompetent or who has the status of a bankrupt shall be a Director.*
- Is a Director and Officer of the CIC.
- Responsible for the finances of the CIC, ensuring proper accounting records and practices are in place, safekeeping of securities, and disbursement of the funds of the CIC.
- Chairs the Finance Committee.
- Interacts with Society Treasurers on all financial matters.
- Works with the NT to prepare the CIC Annual Budget and financial plans for future scenarios.
- Presents quarterly financial updates to the Board.
- Presents financial reports and recommendations to the Board and the Executive Committee as needed.
- Reviews audited financial statements and works with auditors as needed.
- Prepares a report and accompanying presentation for the AGM.
- Is a signatory for expenses of the Executive Director (ED) and major debt obligations.
- Member of the Executive Committee that is tasked with oversight of the CIC Board operations, risk management, governance, and succession planning.
- Is a Member of the CIC Chemical Education Fund.

The Treasurer shall promote and advocate for equity, diversity and inclusion amongst all Board Members.

Approved by CIC Board      Date: October 2, 2024

Reviewed by CIC Board      Date: October 15, 2025



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## CIC Finance Committee Terms of Reference

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### General

The Finance Committee is a standing committee of the CIC Board, as stipulated in the CIC By-laws, and it reports to the CIC Board. It shall perform the roles and responsibilities outlined in these Terms of Reference. The Finance Committee shall operate within the agreement entitled *Principles Governing the Relationship Among CIC and its Constituent Societies*.

These Terms of Reference should be reviewed when new members come onto the committee and at the end of each year. Recommendations for any changes should be brought to the attention of the CIC Board by the CIC Treasurer.

### Committee Membership and Processes

The committee is comprised of the following members:

#### Voting members:

CIC Treasurer (Committee Chair)  
CSC Treasurer  
CSChE Treasurer

#### Ex officio (non-voting) members:

Vice-Chair of the CIC  
CIC Executive Director  
CIC National Team Director of Finances (or equivalent)  
The CIC Chair shall also be an *ex officio* member of the committee although in the case of conflict of interest, this person shall recuse themselves from the meeting.

Treasurers typically serve 3-year terms that can be renewed once. Therefore, the turn-over of this committee is relatively low. New Treasurers would begin their committee term on the date of the AGM at which they are elected. Because there are only 3 voting members, all three Treasurers must be present for quorum.



The committee is expected to meet virtually throughout the year to fulfill its mandate. The business of the Committee may be conducted electronically.

Unanimous decisions are preferred, taking into consideration the views of *ex officio* committee members. All Treasurers have one equal vote, including the Chair. Any questions or motions that fail may be brought to the CIC Board for further discussion and a vote there, if necessary.

The Committee reports to the CIC Board through the CIC Treasurer (committee Chair). In order to foster an atmosphere of transparency, the outcomes of the Committee are not confidential and should be shared with the CSC and CSChE Boards via their respective Treasurers, and with appropriate members of the National Team by the Executive Director or delegate. However, the details of sensitive deliberations should not go beyond the Committee and the CIC, CSC and CSChE Boards.

The Committee will not specially report to the membership at the AGM however, any relevant outcomes may be included in the Treasurers' annual reports.

Other matters of procedure may be decided by the Committee.

## **Role and Responsibilities**

1. Review the auditors reports and pre-approve them before they go to the Boards for approval. This may involve a meeting with the public accountant (auditor) to understand any audit findings.
2. Develop annual budgets for presentation to the Boards. This process should be initiated soon after the AGMs to allow time to integrate the budgets with the strategies and tactics of the Institute and Societies. The budgets are to be tabled on or before October 15 and approved by December 15 according to the process described in the *CIC and its Constituent Societies Operating Agreement Term Sheet*. All three budgets are to be reviewed in advance of this by the parties as described in the *Financial Agreement between the CIC and its Constituent Societies*.
3. Review the lists in Appendices of the *Financial Agreement between the CIC and its Constituent Societies* once per year and bring recommendations for additions or deletions to the CIC Board for discussion.
4. Serve as a conduit to the Societies for information about large debt obligations, such as deposits for conference venues and blocks of hotel rooms.
5. In collaboration with the CIC Board and National Team, develop and maintain guidelines for financial grants of authority and signatories among the National Team, CIC, CSC, and CSChE.

6. With the National Team, prepare 5-year financial forecasts for the Institute and Societies.
7. Advise the National Team on implementing accounting systems to serve the Boards and the Executive Director effectively. Systems must be easy to understand and transparent.
8. Review sponsorship and other major financial revenues with a view to identifying other sources of funding.
9. Review the endowments of the CIC awards to make sure there are sufficient funds. If there are not, bring this to the attention of the CIC Board for further actioning.
10. Review CIC financial commitments to outreach activities such as supporting the National crystal growing competition, to ensure they are funded appropriately.
11. Review the investment policy annually and bring recommendations to the CIC Board for approval.
12. Review the investment portfolio regularly with the aid of the investment advisor and make any overall recommendations about the investment strategy to the CIC Board. These recommendations may take into consideration aspects such as social responsibility, ethics, EDI, environment, and sustainable practices of companies in the investment portfolio.
13. Provide regular updates of their proceedings to the CIC Board and make Minutes of the Finance Committee meetings available to the CIC Board, if requested.
14. Conduct other **financial** roles and functions that may arise, or as requested by the CIC Board.

Approval by the CIC Board  
Reviewed by the CIC Finance Committee  
Approved by the CIC Board

Date: January 11, 2023  
Date: January 28, 2025  
Date: February 5, 2025