

## Opportunity – Centre for Digital Media Audit and Finance Advisory Committee Member

*We respectfully acknowledge that the land on which the Centre for Digital Media campus is located is the traditional and unceded territory of the Coast Salish peoples, specifically the shared traditional territories of the Səl̓íl̓wətaʔ/Selilwitulh (Tsleil-Waututh), Sk̓wx̓wú7mesh Úxwumixw (Squamish), and xʷ məθkʷəy̓əm (Musqueam) First Nations.*

### Description

Located at the heart of the Creative District on Great Northern Way in Vancouver, Centre for Digital Media ("CDM") is a thriving mixed-use campus with an earned reputation as a destination for collaboration amongst learners, leaders, industry and the community. CDM was established through the ground-breaking education partnership of four leading academic institutions: The University of British Columbia, Simon Fraser University, British Columbia Institute of Technology and Emily Carr University of Art + Design ("Shareholders"). Anchored by the flagship multi-disciplinary Master of Digital Media ("MDM") Program, CDM extends learning opportunities through a wide range of innovative and experiential programs that bring diverse learners of all ages and backgrounds into the world of digital media. Today CDM is entering into an exciting new phase of strategic growth, vibrant real estate development and community transformation to help build digital futures in BC and on the global stage.

### Industry

Government Business Enterprise – Academic Programming and Land Development

### Position

Volunteer Advisory Committee Member (Audit and Finance)

### Experience

Executive or Associate

### Term

Three (3) year term with an option to renew for an additional three (3) years.

## Audit and Finance Advisory Committee Member Position Description

Serving on the Audit and Finance Committee of CDM is an extraordinary opportunity for an individual who is passionate about governance and has relevant business expertise or other valuable experience in finance.

The primary duties of this position are to contribute consistently and meaningfully to the effective performance of the Audit and Finance Committee in governing programming and business affairs, adhering to the direction of the Shareholders and working with the senior management ("Management").

Committee members are expected to:

- Be sufficiently financially literate to understand terminology, read financial statements and ask appropriate questions;
- Contribute to a culture of high-quality learning and teaching and industry and community collaboration;
- Develop and maintain the ability to reasonably appreciate the financial, risk, and investment implications of strategies, tactics and transactions;
- Commit to the long-term strategic and operational objectives of CDM and demonstrate a capacity to think strategically about CDM's competitive position and contribute to the evolution of its strategy;
- Ensure the external auditor is accountable to the Board through the Audit and Finance Committee;
- Review and approve audited financial statements;
- Review and approve annual audit plan and results;
- Attend four (4) meetings per year and be appropriately prepared for all meetings, having carefully read the materials provided in advance of those meetings;
- participate actively at meetings and make a quality contribution to discussions;
- Review and approve for recommendation to the Board, details of proposed financings or borrowings prior to such proposals being executed and/or submitted to the provincial government for approval;
- Ensure due diligence takes place before key decisions are made;
- Ensure policies and strategies are being implemented as intended;
- Identify, monitor and mitigate key risks to CDM;
- Through discussions with the Management and the external auditor, obtain reasonable assurance that CDM accounting systems are reliable and internal controls are properly designed, implemented, and maintained;
- Ensure activities comply with policies, laws, regulations, ethical standards and CDM's Code of Conduct;
- Ensure assets are being safeguarded; and
- Oversee the overall fraud and cybersecurity, including appropriate risk mitigation strategies, systems, processes, and controls.

## Desired Skills and Expertise

We are currently recruiting a diverse leader with expertise in the financial sector and familiarity with policy, trends, and risk within the academia. The ideal candidate should have some prior Board or governance experience and a demonstrated commitment to justice, equity, diversity, and inclusion.

## Submit your Candidacy

Please e-mail your CV and introductory letter to [hr@thecdm.ca](mailto:hr@thecdm.ca) by **January 27, 2023**.

Centre for Digital Media is committed to ensuring a safe, inclusive and equitable environment where all members, students, staff, faculty and volunteers feel that they are respected and valued and can contribute meaningfully regardless of gender identity or expression, age, race, ethnicity, Indigenous identity, place of origin, marital or family status, sexual orientation, disability, age, education, or any other bias or means of exclusion. Candidates may request accommodation for any accessibility needs.