

City of London - Application for Appointment to a City of London Board or Commission

Application

Please choose the Board or Commission you are interested in serving on: **London Public Library Board**

Contact Information

Name: **Heather Jack**

City: **London**

Province: **ON**

Postal Code: **N6H0J8**

Experience and Qualifications

If you have experience on a London Board or Commission, please provide dates and details. (max. 3000 characters):

My experience as an active member of the Reforest London Board of Directors, and its finance and audit committee, has provided direct experience working with the Board of a charity. I joined the finance and audit committee July 2019 and was appointed as a board member July 2020 where I completed my two-year term to June 2022. This position provided me with the opportunity to learn and develop essential skills that are required to be an effective board member, such as commitment to governance, strategic planning, financial and risk management, and oversight. There was a heavy focus on developing and overseeing policies and procedures in accordance with the relevant frameworks. Through the finance and audit committee I gained financial management experience, such as review of budgets and quarterly financial statements, as well as involvement in the annual financial statement audit. This role also demonstrated the importance of a strong Board, and the lasting impact it can have on a charity.

What do you hope to contribute or learn as part of a Board or Commission? (max. 3000 characters):

As a Chartered Accountant and Manager in BDO Canada's Assurance and Accounting practice, I have strong financial knowledge and practical experience with Accounting Standards for Not-for-profit Organizations and Public Sector Accounting Standards. This includes the preparation and review of audited financial statements and applicable tax returns for many organizations. Through this experience and my experience with Reforest London as noted above, I can contribute strong technical accounting and assurance skills and expertise, both from an external auditor and internal Board member perspective.

As an active Board member, I strive to gain a better understanding of the inner workings of an organization, including the values and policies that are to be followed and maintained, as well as the daily operations. In addition, I hope to learn more about the library programs and services that are currently in place and any future growth plans, including those of which as a Board member I can assist in the implementation and/or promotion phases. I am confident that I would also learn a lot from the other Board members, such as new perspectives and connections, and insight and knowledge on their specific industry expertise.

How will you support the work of a Board or Commission? (max. 3000 characters):

I will support the Board through my commitment. This includes my time commitment, commitment to be engaged, commitment to the organization and its policies and values, and commitment to the strategic plan. I will support the London Public Library through regular attendance to Board meetings, sub-committee meetings, and any other community events that I would attend on behalf of the Board. I will support the library as

an essential community service and monitor its overall effectiveness, including progress on the strategic plan. I will also support the organization through both financial and time contributions.

Please describe additional experience, training, or community involvement that will help you in your role as a Board or Commission Member. (max. 3000 characters):

I have further volunteer experience as a house volunteer at Ronald McDonald House Charities of Southwestern Ontario. I have experienced the meaningful impact that a charity can have on local families and the community through this volunteer role, and value the relationships that have been formed. This experience has allowed me to maintain my empathetic nature and provide customer services to the families and volunteers that enter the house on a regular basis.

The various experiences I have noted throughout my application have taught me the importance of a team. I manage teams daily in my professional life and have experience being part of a charitable team in my personal life. I would consider a strong team and teamwork skills the foundation of a Board.

In addition, I am a member of the BDO London office's Inclusion, Equity and Diversity Committee. This committee works together to create an inclusive and equitable environment to ensure all people can bring their genuine selves to work and be positioned for success. I am the local Indigenous Pillar lead, although I have helped in all areas of the committee. My focus has been on education, including truth and reconciliation and celebration of culture and history. Anti-racism and anti-oppression are at the forefront of everything I do, and I am committed to dismantling systemic and institutional racism.

The application criteria notes that the person appointed must be a resident of London. I wanted to clarify that I have resided in London since 2018 and have no intention of relocating elsewhere as I call London my home. My permanent address is still noted as Chatham-Kent for the time being, which is where my most recent voter's card was issued from.

Attach resume or other document here, if needed: **Heather Jack - Volunteer Resume.pdf**

Attach more files here, if needed:

Confirmations

I declare the following: **I am a resident of London. ; I am at least 18 years old.; I am not a City employee or Council member.; I understand that my application and any attachments will be included on a public agenda that is published on the City website.**

To help inform our outreach activities, please tell us how you heard about this opportunity: (optional): **Professional or community organization**

If you selected 'Other', please specify:

Submitted on: **10/19/2022 9:43:33 AM**

HEATHER JACK, CPA, CA

London, ON

KEY QUALIFICATIONS

- CPA, CA designation and member of CPA Ontario since October 2018
- Strong understanding of relevant Accounting Standards for Not-For-Profit Organizations and Public Sector Account Standards
- Detail oriented individual with strong leadership and organizational skills
- Experience as an active member of a Board of Directors for a charity, including commitment to governance, strategic planning, financial and risk management, and oversight
- Excellent time management skills

RELEVANT EXPERIENCE

MAY 2014 – PRESENT

MANAGER, ASSURANCE & ACCOUNTING, BDO CANADA LLP

- Detailed review and oversight of financial statement audit engagements and charity returns
- Strong technical accounting, assurance, and taxation skills
- Strong understanding of Canadian Generally Accepted Accounting Principles (GAAP), including practical understanding of Accounting Standards for Not-for-profit Organizations and Public Sector Accounting Standards
- Ability to balance multiple projects simultaneously while meeting deadlines
- Strong leadership skills, delegating tasks and assisting staff

JULY 2019 – JUNE 2022

DIRECTOR AND FINANCE AND AUDIT COMMITTEE MEMBER, REFOREST LONDON

- Provide strategic oversight, organizational leadership, and effective governance
- Formulation and oversight of policies and procedures
- Oversight of program planning and evaluation
- Fundraising oversight and soliciting, including promotion of the organization
- Financial management including review of annual budgets and quarterly financial statements
- Develop policies and procedures for financial reporting and oversight

MARCH 2019 – PRESENT

HOUSE VOLUNTEER, RONALD MCDONALD HOUSE CHARITIES

- Responsible for aiding families with any requests made
- Responsible for being a compassionate ear and helpful hand during a stressful time
- Responsible for safe keeping of secured visitor entrance and telephone duties
- Responsible for clean-up of family rooms and common areas
- Ability to handle sensitive issues and situations in a pleasant and courteous manner
- Maintain strict confidentiality and provide excellent communication skills

HEATHER JACK, CPA, CA

London, ON

EDUCATION

SEPTEMBER 2016 – DECEMBER 2016

POST-DEGREE UNDERGRADUATE STUDIES, WILFRID LAURIER UNIVERSITY

Add-on courses in preparation of the Common Final Examination for CPA candidates: Financial Statement Analysis, Advanced Auditing, Integrated Cases in Accounting, Taxation 3, and Management Controls

SEPTEMBER 2012 – AUGUST 2016

BACHELOR OF BUSINESS ADMINISTRATION, WILFRID LAURIER UNIVERSITY

Accounting option, co-operative studies option, and minor in environmental studies