



## Board Position Description: Treasurer

### *Roles and Responsibilities*

The treasurer will offer guidance to the Executive Director and board in ensuring good fiscal planning, decision-making and oversight at a governance level. Supported by a Bookkeeper and the Executive Director, the primary duties include:

- Oversee the development of high level financial policies
- Assist in the preparation of the annual budget and presentation to the board
- Ensure that the board regularly monitors the organization’s financial performance and alerts it to any important discrepancies between planned and actual figures
- Ensure that the organization maintains the appropriate financial books and records and that these are accurate and up-to-date
- Ensure that government tax filings and remittances are submitted on a timely basis
- Ensure that payroll and other liabilities are settled in a timely manner
- Serve as a co-signer of cheques with at least one another signing officer
- Ensure that excess funds and reserves are properly held and invested
- Verify that donations are handled appropriately and that grants and service delivery contracts are accounted for in accordance with the requirements of funders
- Assist in managing the contract relationship with the bookkeeper
- Assists the Executive Director and board chair with the development and presentation of the annual budget and yearly report

### *Qualifications*

- Commitment to the organization’s mission and strategic directions
- A understanding of, and experience with, good financial management and reporting
- An appreciation of the kind and level of financial information needed at a board level to support decision making

<i>Time Commitment</i> Five hours per month	<i>Term of Office</i> One year (with the possibility of renewal)
<i>Accountability and Authority</i> The board treasurer is an executive and voting member of the board of directors of the Association and appointed in a manner consistent with the bylaws. He/she is accountable to the Board for the fulfillment of the duties and responsibilities outlined here. The treasurer, as other board members, has no authority to direct staff or take independent action on matters outside of the duties outlined unless given such authority by the Board	