

## **POSITION TITLE: Treasurer**

### **AUTHORITY**

- The board of directors is the legal authority for the community league.

### **TERM OF OFFICE**

- Term of office is 2 years.

### **GENERAL DUTIES/REQUIREMENTS**

- A director is expected to be fully informed on community league matters and participate in discussions and decisions in matters of policy, finance, programs, personnel and advocacy.
- Commit to the work of the organization.
- Review the board's conduct and monitor its performance to ensure compliance with bylaws and policies.
- Speak positively of the league and assist in developing and maintaining positive relations among the board, committees and communities to enhance the league's mission.
- Orient new board members.
- Prepare for and arrive on time for all required meetings.
- Develop, monitor, review and approve all policies and other recommendations received from the board, its standing committees and staff.
- Review the bylaws and recommend changes to the membership.
- Participate in the development of the league's organizational plan, annual review and budget.
- Approve the budget and other financial matters.
- Prepare and present required reports at board meetings.
- Prepare and present an annual report at the annual general meeting.

### **RESPONSIBILITIES**

- Gives regular reports to the board on the financial state of the community league.
- Acts as signing officer, with another officer, for cheques and other documents.
- Issues cheques for all invoices.
- Creates Cheque Request and Expenditure forms
- Provides cheques to any director or committee chair that require funds in advance for events, etc.
- Ensure Expenditure forms from directors are complete.
- Make deposits.
- Enters all transactions in the journal and balances monthly.
- Arranges for annual audit of books.
- Prepares financial statements.
- Supervises the bookkeeper, if one is engaged.
- Completes security clearance check.