



Position Description and Responsibilities

The Treasurer will:

Upholds a fiduciary responsibility to the organization. Oversee the organization's budget, financial planning and cash management while limiting risks to the organization. Treasurer has an integral part of maintaining positive relationships with banks and financial institutions. The Treasurer will work closely with the Board to ensure appropriate financial systems have been put in place and are constantly followed.

Essential functions:

- Handle receipt, banking and protection of organization funds and financial products
- Develop an annual budget based on organization needs and upcoming events
- Maintain an efficient system of policies that adequately control of treasury activities
- Ensure sufficient funds are available to cover operational needs
- Advise the Board of all financial matters
- Prepare financial reports
- Monitor third party activities handling outsourced treasury functions

Board Meetings:

- Attend 3-6 conference call Board Meetings usually 1 hour in length.
- Attend at least 2 in-person Board Meetings. Conference Board Meeting is usually 2 hours and the other is usually a 6 hour meeting.

Term:

One year with the option to continue a second term and shall be elected for no more than two successive terms in the same office.