

EAST VILLAGE NEIGHBOURHOOD ASSOCIATION

JOB DESCRIPTION

ELECTED POSITION – TREASURER

GOAL OF POSITION

To handle all monies for East Village Neighbourhood Association (EV-NA.COM)

TERM OF OFFICE

Term of office is two (2) years

GENERAL DUTIES:

- A director is expected to be fully informed on EV-NA matters and participate in discussions and decisions in matters of policy, finance, programs, personnel and advocacy
- Commit to the work of the organization
- Must be a member in good standing of EV-NA
- Review the board's conduct and monitor its performance to ensure compliance with bylaws and policies
- Participate in the development of EV-NA 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:

QUALIFICATIONS

- Gives regular reports to the board on the financial state of EV-NA
- Acts as signing officer, with another officer, for cheques and other documents
- Keep accurate financial records for EV-NA
- Deposit money, drafts, and cheques in the name of EV-NA and to the credit of the Association in the banks and depositories designated by the board
- Endorse for deposit notes, cheques, and drafts received by the Association as ordered by the board, making proper vouchers for the deposit
- Disburse Association funds and issue cheques and drafts in the name of EV-NA as ordered by the board
- Upon request, provide the Chair and the Board an account of transactions by the treasurer and of the financial condition of the Association
- Issues cheques for all invoices
- Enters all transaction in the journal and balance monthly
- Prepares monthly financial statements in a timely manner for the Board
- Manages finances of the organization
- Provides annual budget to the board for members' approval

- Be assured that reports properly reflect the operating results and financial condition of the Association
- Ascertain that management has established appropriate policies to define and identify conflicts of interest throughout the Association, and is diligently administering and enforcing those policies
- Appoints independent auditors subject to approval by members
- Perform other duties prescribed by the Board or by the Chair

ESTIMATED TIME REQUIRED

- Varying time commitment: moderate to high

TRAINING REQUIRED

- The Federation of Calgary Communities (FCC) offers financial workshops to equip Treasurers with the financial know how and guidance necessary in today's not-for-profit world. It shall be the responsibility of the Treasurer to attend FCC financial workshops.

BENEFITS

- Excellent job training skills in organizing and team work
- Opportunities to attend workshops, meetings, etc.
- An excellent way to meet people in the community

REPORTS TO

- East Village Neighbourhood Association Executive