



## **NORTHERN HILLS COMMUNITY ASSOCIATION VOLUNTEER ROLE DESCRIPTION - **TREASURER****

**Authority and Responsibility:** The Board of Directors is the legal authority for the Northern Hills Community Association (NHCA). As a member of the Board, the Director is in a position of trust for the community and is responsible for the effective governance of the organization.

The Director keeps current on matters affecting the Community, and participates in the Board's deliberations and decision in matters of policy, finance, programs, personnel and advocacy.

The Director must assist in developing and maintaining positive relations among the Board, committees and Community to enhance the NHCA's mission and vision.

### **Requirements:**

Requirements of the Treasurer include:

1. Commitment to the work of the organization
2. Willingness to serve on committees and attend committee meetings
3. Attendance at monthly Board meetings, committee meetings when needed, Annual General Meetings, and membership meetings
4. Support of and participation in special events and fundraising activities
5. Member in good standing of the Northern Hills Community Association
6. Knowledge and skills in the area of finance and money management

### **Term:**

As outlined in the Bylaws of the Northern Hills Community Association, the term of a board member shall commence after election of the Board of Directors at each Annual General Meeting. The term shall be 2 years and will not exceed two years except under conditions outlined in the Bylaws. Removal of a Board member shall also follow guidelines set out in the bylaws.

**General Duties:**

1. Gives regular reports to the board on the financial state of the Community Association.
2. Acts as signing officer, with another officer, for cheques and other documents.
3. Keep accurate financial records for the Association;
4. Deposit money, drafts, and checks in the name of the Association and to the credit of the Association in the banks and depositories designated by the board;
5. Endorse for deposit notes, checks, and drafts received by the Association as ordered by the board, making proper vouchers for the deposit;
6. Disburse Association funds and issue checks and drafts in the name of the Association as ordered by the board;
7. Upon request, provide the President and the Board an account of transactions by the treasurer and of the financial condition of the Association;
8. Issues cheques for all invoices.
9. Enters all transactions in the journal and balances monthly.
10. Prepares monthly financial statements in a timely manner for the Board.
11. Supervises the bookkeeper, if one is engaged.
12. Completes security clearance checks.
13. Manages finances of the organization
14. Administrates fiscal matters of the organization
15. Provides annual budget to the board for members' approval
16. Ensures development and board review of financial policies and procedures
17. Assure that the Board and its committees are adequately and currently informed - through reports and other methods - of the condition of the Association and its operations.
18. Assure that reports properly reflect the operating results and financial condition of the Association.
19. 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.
20. Appoint independent auditors subject to approval by members.
21. Perform other duties prescribed by the Board or by the President.

**If your organization has staff performing these functions, then the Treasurer's role often becomes one of ensuring the required duties are carried out.**

**NOTE:** We strongly suggest downloading a copy of the **Financial Accountability Handbook** from the Federation of Calgary Communities web site.