



Position: Board of Directors Treasurer, Volunteer

Highlight of Job Functions:

- Serve as a co-signer of cheques with one other signing Director.
- Verify that donations are handled appropriately and that grants and service delivery contracts are accounted for in accordance with the requirements of funders.
- Oversee Corporation's financial information monthly, quarterly & annually in quickbooks.
- Assist Board members in understanding and interpreting financial data and statements.
- Present the Corporation's state of finances at Board meetings and other times as appropriate.
- Facilitate the development of the Governance budget and submit to the Chair for inclusion in the annual report.
- Ensure that government tax filings and remittances are submitted on a timely basis.

Role Statement

The Treasurer works collaboratively with the Chair and Management Accountant to support the Board in achieving its fiduciary responsibilities. The Treasurer reports, to the Board, the ongoing financial viability and stability of the Corporation while monitoring the Corporation's financial information.

Responsibilities

Custody of Funds: The Treasurer shall have the custody of the funds and securities of the Corporation and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Corporation in the books belonging to the Corporation and shall deposit all monies, securities and other valuable effects in the name and to the credit of the Corporation in such chartered bank or trust company, or, in the case of securities, in such registered dealer in securities as may be designated by the Board from time to time. The Treasurer shall disburse the funds of the Corporation as may be directed by proper authority taking proper vouchers for such disbursements, and shall render to the Chair and Directors at the regular meeting of the Board, or whenever they may require it, an accounting of all the transactions and a statement of the financial position of the Corporation. The Treasurer shall also perform such other duties as may from time to time be directed by the Board.

Board Conduct: Maintain a high standard for Board conduct and uphold policies and By- laws regarding Directors' conduct, with particular emphasis on fiduciary responsibilities.

Mentorship: Serve as a mentor to other Directors.

Financial Statement: Present to the Members at the annual meeting as part of the annual report, the financial statement of the Corporation approved by the Board together with the report of the auditor or of the person who has conducted the review engagement, as the case may be.

Time Commitment: 3-5 hours per month; minimum 2 years term on the Board

Start Date: Immediate | contact: Jerisha at (905) 781-6222 or chair@naccacommunity.ca