



# Treasurer

## *Job Description*

**Position:** Volunteer

**Program Area:** Boards and Committees

**Time Commitment:** 1 year term, 15 hours/month

**Location:** Victoria West Community Centre, 521 Craigflower rd

**Background:**

The Victoria West Community Association (VWCA) is a not for profit community group that promotes the interests of residents of the Victoria West neighborhood. This is accomplished mainly through the many hours of volunteer work by its membership, the community, and funding support from the city of Victoria.

**Authority/Responsibility:**

- As a member of the board, the treasurer acts in a position of trust for the community and is responsible for the effective governance of the organization.
- As a director of the Board, the treasurer is a member of the Executive Committee as well as chair of the Finance Committee.

**Term:** Directors are elected by the membership at the Annual General Meeting (AGM) to serve a two-year term, and may be re-elected for additional terms.

**Purpose of Position:** Provide input and feedback on current community issues and ensure the financial health of the organization.

**Requirements:**

- Committee Members are members in good standing of the Victoria West Community Association.
- Commitment to the work of the Victoria West Community association
- Willingness to serve and actively participate on the committee of the board.
- Attendance at Executive, Committee of the Whole, Finance, Board, and the Annual General s of the association.
- A minimum time commitment of 15 hours per month (includes meeting preparation time and committee meeting time).
- Knowledgeable about the activities of the committee and the willingness to support them publicly.
- Awareness of potential conflict of interest between personal and association business.
- Willingness to keep confidential issues that the board deems sensitive.
- Background in Accounting, Finance, Book Keeping, Investing, or other relevant fields.

**Position Responsibilities:**

- Actively work to fulfill the mandate of the committee as given by the committee terms of reference.



- Be familiar with and adhere to governance documents and policies and procedures of the association
  - Prepare for and participate in the discussions and deliberations of the committee.
  - Adhere to the Victoria West Community Association Code of Conduct.
- Signing authority on behalf of the board for financial matters.
  - Chair the Finance Committee

#### **Examples of Work Assigned**

- Review VWCA financial policies and procedures annually; advise the board of short comings; suggest appropriate changes.
- Prepare an annual operating and capital budget are consistent with organizational goals and plans.
- Prepare an annual cash flow budget.
- Review monthly receipts, disbursements, and related expenses.
- Review The Treasurer's report to verify that yearend total in cash receipts and disbursement records agree with report.
- Ensure that surplus funds are invested and earning interest or a return.
- Ensure financial statements are presented at regular meetings of the board, and to the membership at AGM
- Receive, Disburse, and account for project funds received from funders.
- Keep financial records, including books of account, necessary to comply with the Society Act.
- Render financial statements to the Directors, members, and other when required.

**Criminal Record Check Required:** Yes

**Staff Contact:** Julie Bull – Volunteer Coordinator