

CREW CALGARY POSITION DESCRIPTION

Approved: January 21, 2016

Position: **Treasurer**

Scope: The focus of the Treasurer position of CREW Calgary is to document and provide direction with regard to the financial management of the organization.

Accountability: President and Board of Directors

Responsibilities: In addition to the Director responsibilities, he Treasurer is responsible for:

1. Collecting membership dues and submitting the required portion to CREW Network on a timely basis
2. Checking the CREW mailbox regularly (at least once a month).
3. Receive all other monies payable to the organization and disburse funds upon authorization of the Board of Directors
4. Ensuring all monies are deposited in whatever bank, trust company, credit union or treasury branch as determined by the Board
5. Ensuring liability issues are presented to the Board in a timely manner
6. Properly accounting for the funds of the organization and keeping such records as may be directed by the Board and complying with the Societies Act
7. Presenting a written and verbal financial report at all meetings of the Board
8. Recommending a proposed budget to the Board with the necessary input from the CREW Calgary Committees
9. Coordinating the annual audit process
10. Presenting the audited financial statement of the organization at the Annual General Meeting
11. Acting as a signing officer with another officer for cheques and other documents
12. Compiling and submitting all required financial reports, statements and documents to appropriate Federal and Provincial governments and agencies
13. Recommending placement of excess funds.

Requirements:

- Bookkeeping or accounting experience
- Organized with the ability to meet deadlines
- Knowledge of and accountability for compliance of legislation and policies related to not-for-profit organizations
- Detail oriented
- Good verbal and written communication skills
- Proficient computer skills

Term: One 1-year term, with the opportunity to stand for election for a second consecutive 1-year term in this office