

Canadian Hard of Hearing Association – Edmonton Branch (CHHA-Ed)

JOB DESCRIPTION

Position: TREASURER - Volunteer

Authority and Responsibility

The board of Directors is the legal authority for CHHA-Ed. As a member of the Board, the Secretary acts in a position of trust for the community and is responsible for the effective governance of the organization.

Requirements of this position include:

1. Must be committed to the work of the organization.
2. Must have knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy with an emphasis on financial background.
3. Must be a member in good standing for a period of one year prior to election.
4. Must provide a current security clearance. Fee for security clearance to be reimbursed by CHHA-Ed if elected to the Board.
5. Must be willing to advise committees on matters of finance.
6. Must attend Board meetings.
7. Must attend Annual General Meetings.
8. Must attend membership meetings.
9. Must support special events.
10. Must support and participate in fundraising events as appropriate.
11. Must have regular access to e-mail.

Term

The Treasurer is elected by the membership at the Annual General Meeting for a term of two- years. The Treasurer may be released at the end of the elected term, by resigning, or in accordance with the CHHA-Ed bylaws.

General Duties

The Treasurer is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.

The Treasurer:

1. Gives bi-monthly reports to the Board on the financial status of CHHA-Ed.
2. Keeps financial reports on file.
3. Acts as signing officer, with another officer for cheques and other documents.
4. Has custody of the Corporate Access Number for CHHA-Ed.
5. Ensures documentation is available for independent audit from outside accounting firm.
6. Keeps accurate accounts of Board receipts and disbursements for Board related expenditures.
7. Makes sure all necessary financial reports are filed.
8. Is responsible for the accounting of the funds of the organization, its budget and expenditures.
9. Receives and banks all money due to the organization.
10. Disburses all money as directed by the Board.
11. Prepares and monitors overall budget with input from the Board.
12. Submits Unemployment Insurance Commission (UIC) and Canada Pension Plan (CPP) payments to Revenue Canada for all paid staff as appropriate if not processed by office staff.

13. Files all necessary financial reports, tax reports and audits when office staff are unable to undertake the process.
14. Provides bi-monthly financial reports for board meetings.
15. Provides a report for the Annual General Meeting.
16. Ensures the financial records of CHHA-Ed are available for inspection by Revenue Canada, Auditors.
17. Orients the new Treasurer when ending his/her term

Reviewed by: _____ Approved by: _____
Susanne Martin, Secretary Lee Ramsdell, President

Date: _____