



## ALBERTA MUSIC EDUCATION FOUNDATION VOLUNTEER TREASURER POSTING -Edmonton, AB

---

The Alberta Music Education Foundation (AMEF) is a registered charity whose mission is to promote the advancement of music education in Alberta through participation and/or sponsorship. We are seeking an individual for our volunteer Board of Directors to fulfill the role of Treasurer.

**Authority and Responsibilities:** 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 Foundation. The Treasurer is accountable to the Board of Directors. It is the responsibility of the Treasurer to:

- Oversee the financial functioning of the Foundation
- Ensure that accurate accounts are kept of Board receipts and disbursements for Board-related expenditures
- Speak to members (Board and general) regarding the budget in partnership with the Executive Director and Finance Committee
- Serve on the Executive Committee
- May oversee an independent audit from an outside accounting firm

**Requirements:**

- Willingness to become familiar with and abide by the Government of Alberta Societies Act and the Government of Canada Charities Act
- Familiarity with budget preparation and monitoring, financial record keeping and reporting
- All the requirements of Board membership

**Term:** The Treasurer is elected at the Annual General Meeting but may also be appointed by the board during the year and ratified at the next AGM. The Treasurer serves for a minimum of two years and a maximum of six years or until his/her successor is elected and installed.

**General Duties:**

- Ensure that regular reports are given to the Board on the financial state of the Foundation
- Chair the Finance Committee
- Prepare and monitor overall budget with Finance Committee
- Prepare program budgets with Program Chairperson, if necessary
- Ensures that all monetary and reporting requirements to Provincial and Federal governments are fulfilled as necessary
- Together with Executive Director follow up on Financial Reporting checklists for approved Grants
- May act as signing officer for all documents, cheques, bills of exchange or other orders for the payment of money issued in the name of the Foundation with another signing Director or Executive Director
- Sign official documents of the Foundation as required
- Orient the new Treasurer
- Recruit members (general and Board) with Past President and Chair

**Experience requirements:** Experience in the charitable sector is preferred, expertise in music education is not required.

**Time commitment:**

- To attend 4 regularly scheduled meetings of the Board (January, March, June and September)
- To attend special events whenever possible
- To undertake appropriate committee work
- To promote the interests of the Foundation
- A commitment of a two year term, eligible for renewal in accordance with by-laws