



Treasurer Job Description

The primary role of the Treasurer is to oversee the financial management of the society and report to the board and members the financial status of the organization.

1. Strategic Responsibilities:

- a. In conjunction with the Board:
 - i. Develop and monitor financial policies, and
 - ii. Set financial goals and strategic direction.

2. Operational Responsibilities:

- a. Year-end Financial Statements
 - i. Present annually at the AGM for review and approval by membership
 - 1. Must be reviewed and signed by two members of the Society elected at the AGM for that purpose.
 - 2. Must include the "Notice to Reader"
- b. In conjunction with the Artistic Director and the General Manager, prepare
 - i. Annual Budget:
 - 1. Present annually at the AGM for review and approval by membership
 - 2. Monitor quarterly for variances
 - ii. Show Budget:
 - 1. Present to the board a minimum of four months prior to the show date for approval
 - 2. Review with the board for variances within two months after the show date

3. Fiduciary Responsibilities:

- a. Submit the necessary documentation to the accountant for the preparation of the "Notice to Reader". Target date: September 1.
- b. Meet with the accountant at least annually to review the year-end statements.
- c. Prepare and submit the "Casino Financial Report" in compliance with the AGLC requirements with the General Manager.
- d. Manage the banking relationship. Ensure current signing authorities are in place.
- e. Ensure appropriate internal control procedures are followed.
- f. Ensure statutory remittances are completed & report do the board
 - i. GST return (target date: July 31)
 - ii. Charity return/Income tax filing (T3010) (due date: Dec 31)

4. Monthly Responsibilities:

- a. Attend all board meetings



- b. Meet/communicate with the General Manager/Bookkeeper to review
 - i. the monthly transactions
 - ii. the bank statement
 - iii. and the bank reconciliation
- c. Submit for Board review a Finance Report including
 - i. Current cash position of the General Fund and the Casino Fund
 - ii. Income statement and balance sheet
 - iii. Variance from budget (at least quarterly)
 - iv. An update on fundraising activities
- d. Send the Finance Report to the Secretary for inclusion in the minutes.

5. Overall time commitment

- a. Attend monthly board meetings - 90-120 mins
- b. Prep monthly reports – approx. 60 mins
- c. Meet with bookkeeper monthly to sign cheques and review monthly statements - 30 mins to 1hr
- d. Meet with GM quarterly to review budgetary variances – 60 mins
- e. Assist on committees as needed – monthly meetings – 60 mins
- f. Work with GM in May and June to prepare annual budget for presentation to board at June meetings – approx. 10 to 15 hours
- g. Answer emails/phone calls as needed – approx. 30 mins/week