

POSITION DESCRIPTION

1. POSITION IDENTIFICATION

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| Title | Member- Finance -2 |
| Functional Area | Finance Committee |
| Reports to | President/ Treasurer |
| Salary | Volunteer Position |
| Employment Status | Active |

2. POSITION OBJECTIVE

Ensure financial accountability is of the utmost importance to non-profit associations. If your funders lose faith in your ability to control and account for finances, they lose faith in the whole organization. It is important to manage and report on the association's finances. Treasurer's members role includes maintaining the following:

- the balance sheet
- the development of the budget
- monthly financial statements
- glossary of financial terms

3. COMPETENCIES REQUIRED

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| Communication | The Treasurer members reports to the President and the Treasurer. He/ She participate in Board meetings as a voting member. |
| Team work | The Finance committee is the main team for all the finance members. |
| Self Management | The Treasurer members are accountable to the Board of Directors (if elected or appointed by them) or Members. (If elected by the membership at a members |

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| | meeting) as specified in the bylaws. Through the Board of Directors, The Treasurer is accountable for all financial information and reports. |
| Planning and organizing | <ul style="list-style-type: none"> • To review budgets initially prepared by staff, to help develop appropriate procedures for budget preparations (such as meaningful involvement by program directors), and on a consistency between the budget and the organization's plans • To report to the board any financial irregularities, concerns, opportunities • To recommend financial guidelines to the board (such as to establish a reserve fund or to obtain a line of credit for a specified amount) • To work with staff to design financial reports and ensure that reports are accurate and timely • To recommend selection of the auditor and work with the auditor, unless there is a separate audit committee, and • To advise the President and Founders and other appropriate staff on financial priorities and information systems, depending on committee member expertise. |
| Technology | The Treasurer member's may be the registered agent with respect to the laws of the jurisdiction of the person upon whom legal notice to the corporation is served, and responsible for ensuring that documents necessary to maintain the corporation are filed. |
| Learning | <ul style="list-style-type: none"> • Managing own learning |

**4. PERSON SPECIFICATION
QUALIFICATIONS/KNOWLEDGE/EXPERIENCE**

Qualifications – Desirable:

Knowledge, Skills & Experience (Essential):

Knowledge, Skills & Experience (Desirable):

5. ORGANIZATIONAL RELATIONSHIPS/AUTHORITY (CURRENT PRESIDENT ONLY)

ORGANIZATIONAL RELATIONSHIPS

Reports to: President

Manages: NA

Internal Contacts: Board Members

External Contacts:

ORGANIZATIONAL AUTHORITY

Decisions made in the position:

Decisions referred:

7. OCCUPATIONAL HEALTH AND SAFETY

Employees are responsible and accountable for:

- Compliance with board member policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the organization

ACKNOWLEDGEMENT

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Board Member:

President:

Signature:

Signature:

Prepared by:

Date Issued:

