



CITADEL COMMUNITY ASSOCIATION VOLUNTEER ROLE DESCRIPTION

Role: Treasurer

Authority and Responsibility:

The Board of Directors is the legal authority for the Citadel Community Association. As a member of the Board, the Director is in a position of trust for the community and is responsible for the effective governance of the organization.

The Director keeps current on matters affecting the Community, and participates in the Board's deliberations and decision in matters of policy, finance, programs, personnel and advocacy.

The Director must assist in developing and maintaining positive relations among the Board, committees and Community to enhance Citadel's mission and vision.

Requirements:

Requirements of the Treasurer include:

1. Commitment to the work of the organization
2. Willingness to serve on committees and attend committee meetings
3. Attendance at monthly Board meetings, committee meetings when needed, Annual General Meetings, and membership meetings
4. Support of and participation in special events and fundraising activities
5. Member in good standing of the Citadel Community Association
6. Knowledge and skills in the areas of basic accounting, basic accounting software, banking and funds management

Term:

As outlined in the Bylaws of the Citadel Community Association, the term of a board member shall commence after election of the Board of Directors at each Annual General Meeting. The term shall be one year and will not exceed two years except under conditions outlined in the CCA Bylaws. Removal of a Board member shall also follow guidelines set out in the bylaws.

GENERAL DUTIES:

The Treasurer must:

1. Take responsibility for the accounting of the funds of the organization, its budget and expenditures in accordance with Generally Accepted Accounting Practices (GAAP).
2. Have some knowledge of financial software (currently Quicken Basic).
3. Serve on the Executive Committee.
4. Advise on the establishment of subcommittee budgets e.g. facilities budget, events budgets, communications budget.
5. Gives regular reports to the Board on the financial state of the organization, at monthly Board meetings.
6. Maintain financial reports and present an annual report up to the Fiscal Year End at 31st August of each year.
7. Prepare financial reports and financial software outputs for examination by an independent professional accountant (CMA, CGA, CA). The independent accountant shall not be a member of the Board.
8. Submit examined financial reports to the Secretary for inclusion in the Annual Return to Corporate Registries. The Annual Return is due on the anniversary of incorporation of the Citadel Community Association, end of September. Corporate Registry will send a prompt before that date.
9. Chair the Finance Committee.
10. Acts as the signing officer, with another Executive member, for cheques and other documents.
11. Recommend policies for fund management, and ensure approved policies are applied.
12. Prepare all bank deposits
13. Liaise with bank as appropriate