



ELK ISLAND LOGOS SOCIETY

JOB DESCRIPTION

POSITION: TREASURER

Authority and Responsibility

The Board of Directors is the legal authority for the Elk Island Logos Society. As a member of the Board, the Treasurer acts in a position of trust for the society and is responsible for the effective governance of the organization.

Requirements

Requirements of the Treasurer include:

- 1) Agree with the Purpose Statements and the Principles of the Elk Island Logos Society.
- 2) Commit to the work of the organization.
- 3) Attendance at Board meetings, meetings of assigned committees and the Annual General Meeting.
- 4) Support of any special events.
- 5) Support of and participation in fundraising events.

Term

The Treasurer is elected by the membership at the Annual General Meeting and serves for a two-year term. The Treasurer may be released at the end of the elected term, by resigning, or according to the Elk Island Logos Society's 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, program and advocacy for the Elk Island Logos Society

In addition to the General Duties of Board Members (Directors), the Treasurer must:

- 1) Collect monies, prepare and make bank deposits.
- 2) Manage Paypal account.
- 3) Collect expense forms and receipts.
- 4) Make dispersals of funds as necessary for the Elk Island Logos Society.
- 5) Keep up to date and accurate records of financial transactions.
- 6) Retain financial records according to local governance requirements.
- 7) Prepare and participate in yearend audit.
- 8) Help Prepare Annual Forms of Society and Non-profit organizations to Provincial Government.

Evaluation

A Treasurer's performance is evaluated annually based on the performance of assigned Board and Treasurer's requirements and duties.

Last Approved: October 8, 2019

Next Review: October 2021