



Board of Directors Job Description: Treasurer

Last reviewed: June 19, 2017

Authority:	The Board of Directors is the legal authority for the Beddington Heights Community Association (BHCA).
Term of Office:	Two years.
Reports to:	The Board of Directors

General Duties/Requirements:

- All Directors are expected to be fully informed on Community Association matters and participate in discussions and decisions in matters of policy, finance, programs, personnel and advocacy.
- Commit to the work of the BHCA.
- Must be a member in good standing of the BHCA
- Review the board's conduct and monitor its performance to ensure compliance with bylaws and policies.
- Speak positively of the BHCA and assist in developing and maintaining positive relations among the board, committees and communities to enhance the BHCA's mission.
- Help orient new board members.
- Prepare for and arrive on time for all required meetings
- Develop, monitor, review and approve all policies and other recommendations received from the board, its standing committees and staff.
- Review the bylaws and recommend changes to the membership.
- Participate in the development of the BHCA's organizational plan, annual review and budget.
- Approve the budget and other financial matters.
- Prepare and submit all governmental and grant required reports in a timely manner.
- Prepare and present required reports at board meetings.
- Prepare and present an annual report at the annual general meeting.

Responsibilities:

- Give monthly reports to the board on the financial state of the BHCA with information received from the Bookkeeper.
- Act as signing officer, with another officer, for cheques and other documents.
- Ensure accurate financial records are kept for the BHCA;



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- Deposit money, drafts, and checks in the name of the BHCA and to the credit of the BHCA in the banks and depositories designated by the board;
- Upon request, provide the President and the Board an account of transactions by the Bookkeeper and BHCA and of the financial condition of the BHCA;
- Supervise the Bookkeeper.
- Oversee finances of the organization.
- Provide annual budget to the board for members' approval at the AGM.
- Ensure development and board review of financial policies and procedures.
- Ensure that the Board and its committees are adequately and currently informed - through reports and other methods - of the condition of the BHCA and its operations.
- Be assured that reports properly reflect the operating results and financial condition of the BHCA.
- Ascertain that management has established appropriate policies to define and identify conflicts of interest throughout the BHCA, and is diligently administering and enforcing those policies.
- Appoint independent auditors subject to approval by members.
- Perform other duties prescribed by the Board or by the President.
- Read and understand the Federation of Calgary Communities "Financial Accountability Handbook"