

BOARD TREASURER, HARBORD VILLAGE RESIDENTS' ASSOCIATION

JOB DESCRIPTION

The Board Treasurer ("BT") is an elected position on the HVRA Board of Directors and is one of the Officers of the Association. The position generally requires financial expertise as well as dedication, time and patience.

The HVRA Constitution describes the Treasurer role as follows:

6.(d) The Treasurer shall collect membership dues, deposit all monies in the bank account maintained by the Association, and disburse funds of the Association as instructed by the Board. All transactions shall be recorded with supporting receipts or vouchers. The Treasurer shall report to the Board whenever required, but at least quarterly, about the financial position of the Association, including an account of all the Treasurer's transactions. Each expenditure by the Treasurer of over \$100.00 must be approved in advance by the Board. Each expenditure of over \$500.00 must be approved in advance by the annual or a special meeting of the Association. All cheques must be signed by two out of three designated Board members, as authorized by the Board. The Treasurer shall prepare financial statements for acceptance at the Annual Meeting, and shall obtain Board approval with the signatures of at least two (2) Board members prior to that Meeting.

Responsibilities:

1. Creating, maintaining, and updating the bookkeeping system on behalf of the HVRA Board and its members (N.B. a non-profit treasurer software can facilitate this)
2. Maintaining associated records transparent and current
3. Making payments from Association bank accounts in accordance with the terms of the Constitution
4. Managing all bank accounts, including making deposits and withdrawals
5. Providing advice on possible investments to optimize return on any surplus funds
6. Promoting and monitoring good banking practices and ensuring the organization complies with its Constitution, government laws and tax regulations, as well as protecting the organization against theft and fraud
7. Preparing annually, for HVRA Board review and approval, a fiscally sound budget, predicting expected expenses and estimated income while making allocations for unforeseen expenses to minimize risk; such work would generally be undertaken with input from two other randomly selected members of the Board to ensure the Association has the financial resources to meet its annual and longer-term objectives
8. Attending and reporting on the organization's financial position at the HVRA Spring Meeting and Annual General Meeting
9. Presenting summary financial updates at the HVRA Board's monthly meeting, highlighting any extraordinary items requiring Board deliberation and/or sanction

10. Providing explanation for any discrepancies between the budget and current expenditure, and in the event of a major discrepancy, recommending an alternate course of action
11. Managing and ensuring the security of the Association's PayPal and/or other on-line banking accounts and services, while working in conjunction with HVRA's Webmaster and the appropriate third-party service provider to ensure these on-line accounts/services are consistently operating in accordance with documented service level agreements
12. Liaising with others on the HVRA Board, or those with special projects funded through the HVRA, to ensure good accounting practices
13. Preparing accounts for annual audits; such audits may be undertaken by a qualified individual to serve as honorary auditor (N.B. cost-effective, saves a great deal of money each year)
14. Advising the organization on its fundraising strategy, which may also require the BT to participate in the preparation of proposals for sponsorships and grants
15. Duties may be delegated to members or volunteers; however, the responsibility is always that of the BT
16. Promote and participate in community member engagement development and activities
17. Participate in new Board member orientation, ongoing training and mentoring as needed