

## Hidden Valley Community Association

<b>Treasurer</b> <b>Position Description</b>	<b>Date Drafted</b> <u>May 27, 2013</u> <b>Date Approved</b> <u>September 20, 2013</u> <b>Date Revised</b> _____
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The role of Treasurer is to responsibly maintain all financial records and investments of the Community Association, ensuring the bills associated with the community are paid in a timely manner.

### **Specific Responsibilities of Treasurer**

In addition to the general duties and responsibilities of all Directors, the Treasurer has these additional duties:

- Ensure complete and accurate records are kept of the organization's financial matters; including receipts, revenues, expenditures, assets and liabilities.
- Develop and maintain proper internal financial controls and procedures for the safeguarding of the assets; create a system for Revenue planning and tracking.
- Make bank deposits; ensure all monies paid to the association are deposited in a chartered bank, Treasury Branch, Credit Union or Trust Company covered by insurance as chosen by the Board.
- Monitor accounts receivable and ensures appropriate efforts are made to collect.
- Ensure we are participating in the 'Enmax Rinklighter Program' from year to year.
- Ensure timely payment of all invoices and verifies any expense claims made by Board Members through the President.
- Designated signing authority on all bank accounts of the association.
- Works closely as a consultant and advisor to the President with respect to financial matters of the community association.
- Ensure that the Board is provided with regular reports on the organization's financial health; promptly account for the funds of the association.
- Coordinate the annual financial statement audit, ensuring they are prepared by the external accountant no more than ninety (90) days after the fiscal year.
- Ensure proper processes for the development and approval of projected budget for the coming year; request 'Business Plan Templates' from Board of Directors January-March.
- Prepare for presentation at the Annual General Meeting, a statement duly audited, of the position of the association and submit a copy of the same to the Secretary for records.
- Adhere to the annual association budget; only make changes with Board approval.
- Get GST reimbursed for Not for Profit exemption.
- Chair the Finance Committee.

### **Authority and Accountability**

- The Treasurer is elected by and accountable to the members of the Hidden Valley Community Association
- The Treasurer serves as a member of the Executive Committee

### **Term**

- The Treasurer is elected for a two (2) year term, renewable for two (2) terms maximum, at the Annual General Meeting
- A Director must serve as a Committee Director for a minimum of one (1) year, prior to nomination to serve in an Executive Committee position