



# Treasurer

## Accountability

President  
Board of Directors  
General Membership

## Term

Elected for 2-year term in odd-numbered years (2013, 2015, 2017, etc.)  
Ideally, will stay on for next Treasurer's first term as part of the Finance Committee.

## Mandate

- Manage and administer the finances of the SCCL, ensuring monthly profit and loss statements are accurate reflections of the board's financial position and that the board's finances are up-to-date and compiled in accordance with rules and requirements of a non-profit organization.
- Provide leadership to the Executive Board and SCCL in terms of its financial position and liabilities, including recommendations and revisions.
- Protect the integrity of the SCCL by ensuring the following:
  - That it is operated on a consensus basis within a democratic format
  - That the Executive Board and membership adhere to the Bylaws, Code of Conduct, Mission & Goal Statement, and the EFCL Code of Ethics
  - That SCCL activities are guided by current policies and procedures
- Act as a signing officer to oversee the finances of the SCCL

## General Duties

- Maintain the financial records of the SCCL.
- Assist with grant applications, where applicable.
- File annual reports to the City of Edmonton and Government of Alberta as required, including City of Edmonton operating grant and AGCL casino reports.
- Work with SCCL board and committees to prepare annual budget for board approval
- Organize annual audit to be presented at Annual General Meeting
- Chair Finance Committee

## **Meetings**

- Prepare monthly profit and loss statements and bank account reconciliations to provide the board with an accurate reflection of its accounts.
- Report to the Executive Board and membership on issues affecting the SCCL or the community as a whole.
- Prepare annual report, including audit, for Annual General Meeting

## **Board Development**

- Ensure that Executive Board positions are filled as required.
- Orient Executive Board members and committee chairs.
- Promote an SCCL-wide perspective by hosting a Planning Workshop for Executive Board (and related community members if desired) to define overall SCCL annual objectives.

## **Representation on Committees**

- Serve as chair of the Finance Committee
- May serve as member of any other committees

## **Volunteer Recognition**

- Recognize members' contributions to the SCCL.
- Submit list to Volunteer Appreciation organizer of any volunteers to be invited to events recognizing SCCL volunteers.

## **Relationship Building**

- Encourage Executive Board and membership to participate in meetings and SCCL activities.

## Requirements

- Knowledge of bookkeeping and basic accounting principles
- Previous experience on a non-profit board is an asset.
- Time commitment is approximately 20 hours per month to attend meetings, prepare for meetings, write cheques, make deposits, balance statements, review and create financial reports, handle investments; plus time for annual budget preparation and preparation of reconciliation reports.
- Must take the AGLC GAIN course(s) on casino applications and expenditures as soon as practicable after assuming office.