



Roles and responsibilities: Treasurer

Duties

- Acts as signing officer, with another officer or the Station Manager for financial matters
- Reviews and ensures the integrity of monthly financial reporting, budgets and cash flow to the Board of directors
- Ensures review assessment is presented to the Board on an annual basis. Volunteer Handbook Board of directors
- Calls the motion at Annual General Meeting for the appointment of an accountant for the annual audit
- Maintains a current knowledge of the accounting software used by the Station
- Where required, will train specified volunteers in day-to-day use of the accounting software
- Acts as a resource to other committees
- Orientates the new Treasurer

Considered Qualifications and Experience

- Detailed knowledge and understanding of financial processes and standard accounting practices and principles requirements
- Leadership
- Communication—verbal and written
- Problem solving
- Relationship building