



Treasurer Roles & Responsibilities

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Version: 1

Job Purpose (per Bylaws)

The typical term of office will be two years but subject to resignation or termination as applicable. Retiring Directors may offer themselves for re-election to a maximum of two (2) consecutive terms in the same position. The Treasurer is an Authorized Signing Officer.

Duties

- Duty of Care — Has a legal responsibility to participate actively in making decisions on behalf of the organization and to exercise his or her best judgment while doing so.
- Duty of Loyalty — Must put the interests of the organization before their personal and professional interests when acting on behalf of the organization in a decision-making capacity. The organization's needs come first.
- Duty of Obedience — Bear the legal responsibility of ensuring that the organization complies with the applicable federal, state, and local laws and adheres to its mission.

Key Responsibilities

General:

- Attend all board and committee meetings and as many functions, such as special events as possible.
- Be informed about the organization's mission, services, policies and programs.
- Prepare for board and committee meetings by reviewing the meeting agenda and supporting materials.
- Serve on committees or task forces and offer to take on special assignments when capacity allows.
- Inform others about the organization. Advocate for the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Keep up-to-date on developments in the organization's field.
- Follow the bylaws and code of conduct of the organization.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's financial statements.



Specific:

- Account for the funds of the society and present a full detailed account of financial statements as required at Board meetings and the AGM; confirming that the Society is in good standing including Income Tax Reporting, GST Reporting, Charitable Status Reporting.
- Coordinate the application of grants as necessary and required and ensure grant funds are spent and reported as set out by funding agencies within the timelines required by them.
- Prepare and submit all applicable government reporting in order to keep the Society in compliance with applicable regulations and in good standing.
- Make available financial records to any member of the society and the auditor as required.
- Supervise and monitor all financial transactions and record keeping of a 3rd party accounting service.
- Ensure all bank signing authorities and banking documents reflect the current and correct names of those authorized to manage the bank account(s).
- Be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or vouchers for every disbursement made, receipts for all money sent to the Society, reports and other records of the Society for the length of time as required by governing bodies.
- Manage the investments of the Society, keeping an accurate record of maturity dates and coordinating renewal with the financial institutions.
- Safeguard all pre-printed official documents including but not limited to cheques and official tax receipts.
- Upon termination of office, surrender all books, records and other properties of the society to their successor.

Tasks

- Receive all monies paid to BCPA and responsible for depositing into the bank.
- Submit attendance reports to SOCAN post concerts.
- Ensure official tax receipts are prepared for donations and send letters of appreciation.
- Prepare and submit an operating budget with input from the Board and present at the AGM.
- Ensure floats are available for each till at a concert (box office, bar, concession, CD sales) and confirms reports from each float at the end of the concert.
- Pay performer(s) and any other concert related expenses on the day.