

National Association of Federal Retirees

Calgary and District Branch

Title: Treasurer

Role: As a member of the branch board, the Treasurer provides effective governance, focusing on financial planning and management.

Working as an integral member of the branch board and accountable to the Branch President, the Treasurer shall keep the financial accounts of the branch and shall exercise primary signing authority for expenditures. The Treasurer leads the preparation of annual branch budgets.

Activities:

As a member of the board executive, the treasurer participates in the Board's deliberations on decisions in matters of finance, policy and programs, and must be fully informed on organizational matters.

The Treasurer is responsible for the following:

- Providing regular reports to the branch board on the financial state of the branch, including branch finances for the previous fiscal year and a budget forecast for the next fiscal year
- Managing the branch budget, and reconciling bank and investment account statements with account balances as shown on financial statements
- Paying all approved expenses or disbursements incurred by the branch and ensuring cheques are co-signed in accordance with Association regulations.
- Monitoring and reporting any significant variations between actual financial results and the budget to the branch board.
- Maintaining a filing system, including paper or electronic copies of cheques and supporting documentation and authorization for payment. These records must be kept for not less than seven consecutive years.
- Ensuring that cheques are duly signed by two authorized branch officers who are unrelated to each other.
- Ensuring that no individual signs a cheque payable to themselves.
- Coordinating the preparation of annual financial reports, including statements, and other appropriate documents for submission to the branch annual meeting and to the national office, respecting all deadlines.
- Providing annual reviewed/audited financial statements at branch annual general meeting.
- If applicable, chairing the Finance Committee or participating as a chair or member of other branch committees.

General Expectations:

- Respects and follows all Association and Branch bylaws, regulations and directives, including the Code of Conduct.
- Attend all Board meetings, assigned committee meetings and the Annual General Meeting
- Attending these meetings fully prepared in advance to facilitate the efficient running of the meetings
- Supervises and mentors an assistant (if applicable)
- Prior to vacating the Treasurer position, assists in recruiting and training a successor.

Skills and Competencies

- Knowledge of Excel including navigating the internet
- Knowledge of basic accounting practices and procedures is an asset.
- Knowledge of basic financial management planning principles is an asset
- Ability to learn new software programs, i.e., CRM and the branch ledger system
- Ability to deliver presentations
- Excellent interpersonal and communication skills