



VOLUNTEER POSITION DESCRIPTION

Position Title	Board of Directors – Treasurer
Purpose of Position	As a member of the Boys and Girls Club of Airdrie governing body, you are responsible for the financial health of the agency in conjunction with the Board of Directors and working in collaboration with the Executive Director.
Duties & Responsibilities	<ul style="list-style-type: none"> • Have access to all records of all deeds, securities, contracts and other financial papers of the agency. • Ensures the safe-keeping of all records • Ensure the organization functions within the guidelines of the Societies Act • Manages finances of the organization • Administrates fiscal matters of the organization • Provides annual budget to the board for members' approval • Ensures development and board review of financial policies and procedures • Ensure that the proper working conditions and professional leadership are maintained • Ensure good community and public relations • Ensure that the public is kept informed about the operations of the organization • Interpret the community to the organization and the organization to the community • May hold signing authority for all financial and/or legal transactions • Volunteers for and willingly accepts assignments and completes them • Stays informed about committee matters, prepares well for meetings, and reviews and comments on minutes and reports • Is an active participant in the committee's annual evaluation and planning effort • Participates in fund raising for the organization
Length of Appointment	1 year term The Board of Directors meets once/month for approximately 2 hours. Additional time may be required for agenda setting, sub-committee work and community responsibilities
Skills & Qualifications	<ul style="list-style-type: none"> • Knowledge and support of the Boys & Girls Club beliefs, vision and mission • Previous Board experience highly desirable • Ability to work as a team member • High moral and ethical standards • Knowledge of financial and accounting systems. • Knowledge of policy making and non profit businesses an asset
Orientation & Training	All volunteers will receive an orientation on the mission, vision and beliefs of the Boys and Girls Club of Airdrie as well as general program information. Additional board related training may be made available dependant on the needs of the Board.



Boys & Girls Club
of Airdrie

VOLUNTEER POSITION DESCRIPTION

Supervision Provided	General supervision and guidance will be provided by the Board President as well as the Boys and Girls Clubs of Alberta and Canada's Board of Directors.
Other Details	This position holds a spot on the Executive Committee
Level of Screening	3
Agreement/Approval Date	