



FRIENDS OF STRATHCONA COUNTY LIBRARY (FSCL)

TREASURER Role Description

Are you passionate about our local Library, enjoy bookkeeping and finance stuff others avoid... OR are looking to grow your skills? We are seeking a **Board Treasurer** to help manage the Friends of Strathcona County Library accounts and finances.

No need to be a finance pro—if you have an interest in learning or building your current skills, you may be a great match and we'd love to have you!

Role Title: Treasurer

Role Purpose: FSCL Treasurer will be an informed and engaged Executive on the FSCL board who contributes to vital record-keeping, helps protect the organization, and maintains internal accountability. They do this by keeping good financial records and ensuring board members govern and operate according to the organization's stated bylaws and approved financial policies. They are in charge of specific managing of the organization's finances, including budgeting, financial reporting, record-keeping, and managing incoming and outgoing funds.

Location & Commitment: Meetings once a month, in person. Executive Board commitments are 2 years in length. Monthly commitment depends on Board activity every month. All Board Members are expected to participate in the overall running of the board.

Skills & Experience:

- Word processing skills and access to a computer and e-mail
- Familiarity with the structure, purpose and programs of the organization
- Familiarity with the board culture and norms
- Detail oriented and well organized
- Familiarity with the bylaws and legal status of the organization

Duties & Responsibilities:

- Handles the conduct of the financial affairs of the organization as directed by the board of directors
- Prepares an annual budget for presentation and approval to the Executive Committee and Board
- Has signing authority on all financial accounts, and ensures bank accounts are set up and proper signing authority is in place
- Prepares financial reports for the Board on a regular basis and in particular for the annual general meeting
- Ensures there is an annual audit of the organization's finances conducted by an independent auditor or audit committee
- Provides information and prepares reports for the organization as a registered charity and as required by Canada Revenue Agency and any appropriate provincial agency which monitors the activities of registered charities
- Participates in general in the activities and events of the FSCL organization

Training & Support: The Treasurer will closely work with the Executive of the board including Secretary, Vice President and President. They will be supported by past Treasurers, if available.

Benefits: Support and be an important part of an organization that supports and raises funds for Strathcona County Library.

How to apply: Please check out our website at <https://friendsscl.ca> or email us at volunteer@friendsscl.ca or check out our profile at Volunteer Connector (www.volunteerconnector.org/) and connect with us there!