



Bruce Trail CONSERVANCY

Bruce Trail Club Volunteer Position Description

Treasurer

The Treasurer is responsible for the custody of the funds of the Club and all financial matters affecting the Club.

Essential Elements:

- Read the Volunteer Orientation Booklet including the Volunteer Pledge and sign the BTC Confidentiality Agreement
- Ensure the Club maintains proper records of accounting by maintaining an accurate, current account of all monies, income and expenditures of the Club, as prescribed in the General Acceptable Accounting Principles
- Submit for approval, at the first Board meeting of the fiscal year, an annual budget for the Club
- Present a statement, at every Board meeting, showing receipts and disbursements, along with a statement of changes in financial position, and relate these to the budget
- Make all bank deposits, and control the disbursements of all funds of the Club
- Responsible for the submission of Club accounting books/statements for audit by a Board approved auditor
- Circulate, report and present the financial statement to the members at the AGM
- Submit a final financial statement to Head Office
- Responsible for monies received from sales of all Bruce Trail products

It is helpful to have:

- Accounting skills
- Some computer skills
- Communication skills