

Job Title: Secretary - Treasurer

Job Overview:

- The secretary plays role in promoting communication and proper management. Maintains important records such as meeting minutes and the Society's bylaws.
- The treasurer must keep a calendar of important dates and filing deadlines for applying for grants and submitting government forms for a not-for-profit organization.
- The treasurer is responsible for banking, bookkeeping and record keeping.

Time Commitment: 6-10 hours monthly

Standard Board Member Responsibilities & Duties:

- Prepare for and participate in board meetings
- Listen to others' views, advocate their own, identify common interests and alternatives, and be able to compromise
- Support governance decisions once made
- Participate in the review of the Society's mission and objectives and in the development of a strategic plan
- Help the board to monitor the performance of the Society in relation to its mission, objectives, core values and reputation
- Abide by the by-laws, code of conduct, conflict of interest and other policies that apply to the board
- Participate in the approval of the annual budget and monitor the financial performance of the Society in relation to it

Job Specific Responsibilities & Duties:

- Prepare a monthly agenda for board meetings, collect and send out all reports from the committee members to the board one week in advance of monthly board meetings
- Attend all board meetings, record all motions carried and action items
- Keep membership list up to date and post new member applications to comply with legislative requirements
- Make regular deposits from membership fees, donations, etc. to the bank and record all transactions in QuickBooks
- Record all payments made to vendors, rental fees, services within 30 days to avoid interest fees
- Record all PayPal transactions
- Participate in financial planning and budgeting with the Finance Committee
- Present financial statements to the board at monthly meetings
- Fulfill secretary duties required for Annual General Meeting
- Prepare Tax Receipts and submit annual reports

Key Qualifications:

- Strong organizational skills
- Good listening skills
- Working knowledge of Quickbooks, MS suite of products including EXCEL and Word