



<i>Date Drafted:</i>	6/17/2021
<i>Date Approved:</i>	09/27/2021
<i>Date Revised:</i>	10/04/2022

Role: Volunteer Treasurer

Time Commitment: Approximately 4-5 hours per month

Position Description:

The role of the Treasurer is to lead the association in responsible fiscal management and compliance with all financial aspects of the bylaws.

Authority and Accountability:

The Board of Directors is the legal authority for the Livingston Community Association. The Treasurer is accountable to the Board of Directors. As a member of the Board, the Treasurer is in a position of trust for the community and is responsible for the effective governance of the organization.

The Treasurer must assist in developing and maintaining positive relations among the Board, committees and Community to enhance Livingston's mission and vision.

Requirements:

Requirements of the Treasurer include:

1. Commitment to the work of the organization
2. Willingness to serve on the Executive committee and attend committee meetings
3. Attendance at monthly Board meetings, committee meetings when needed, Annual General Meetings, and membership meetings
4. Support of and participation in special events and fundraising activities
5. Have some Knowledge of basic accounting software or financial software, banking and funds management

Term:

The term shall be two years after election at each Annual General Meeting and shall not exceed four years as outlined in the Bylaws.

General Duties:

The Treasurer must:

1. Take responsibility for the accounting of the funds of the organization, its budget and expenditures in accordance with Generally Accepted Accounting Practices.
2. Ensure the proper recording, deposits and disbursements of all organizational funds.
3. Advise on the establishment of subcommittee budgets.
4. Give reports to the Board on the financial state of the organization at monthly Board meetings.
5. Ensure proper processes in the approval of the budget.
6. Chair the Finance Committee.
7. Ensure complete and accurate records are kept of the organization's financial matters.
8. Ensure that proper financial systems and procedures are in place.