



Board of Directors – Job Description

Role: Treasurer

Roles & Responsibilities

- According to the Apra Canada By-Laws (2017), the primary duties of the Treasurer are to “be responsible for making the necessary arrangements for: (a) the keeping of such financial records, reports and returns, including books of account, as are necessary to comply with the *Societies Act* and the *Income Tax Act*; and (b) the rendering of financial statements to the Directors, Members and others, when required.”
- The treasurer is an executive officer of the Board, and must communicate regularly with the other Officers to ensure Association operations are running smoothly without impediments.
- The Treasurer will collaborate with the President to ensure financial transparency, accountability, and sustainability for the association.
- The Treasurer will oversee all financial contracts and documents. See : President JD for details around signing authority.
- **Term: Two (2) years**

Key Internal Collaboration

- Serve as an active member of the Board of Directors.
- Monitor and manage all finances of Apra Canada including the general ledger, bank account and investments.
- Process and record all financial transactions of the Association including revenue received (accounts receivable) and payment of operational expenses incurred (accounts payable).
- Provide regular updates to the board on the financial status of the Association.
- Generate financial statements and reports that are presented at each bi-monthly board meeting and at the Annual General Meeting.
- Ensure the Association complies with all required filing with legislative bodies and the CRA as needed.
- Liaise with the Director of Membership to verify the status of paid memberships.
- Document and update bookkeeping procedures as required.
- Manage and archive all financial records associated with this position.

Key External Collaboration

- Manage the vendor relations with the following:
 - Hilborn Group** (Publisher of *Prospect Research in Canada*)
 - iATS Payments** (Credit Card Payment Processor)
 - Magellan Law Group** (Legal Firm)
 - PayPal** (Credit Card Payment Processor)
 - PeaceWorks Technology Solutions.** (Website Developer and Host)
 - Ready Talk** (Teleconference and Webinar Services)
 - Royal Bank of Canada** (RBC)
 - The Co-operators** (Liability and Directors Insurance)
 - Zoom** (Teleconference and Webinar Services)



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RESULTS

Apra Canada Conference support

- Serve as the Treasurer for the Apra Canada bi-annual conference.
- Work with the Co-Chair to establish budget and ensure prompt payments for vendors, included but not limited to:
 - Venue (includes food & beverage and A/V)
 - Printing costs & stationary
 - Speaker gifts
 - Meals

Workload

- 2-4 hours per month with an increase as it relates to the Apra Canada bi-annual conference pre and post conference.

Skills

- Basic knowledge of bookkeeping.
- Knowledge of QuickBooks or another type of bookkeeping software is an asset.
- As one of the three Officers of the Society (including the President and Secretary), the Treasurer must be an Apra International member in good standing.