

## **Area Treasurer**

### **Position Description**

**Role** The area treasurer ensures that the financial affairs of Calgary Area Council are conducted according to the financial policies of Girl Guides of Canada and Calgary Area, oversees the Area bookkeeper and the Calgary Finance Team.

#### **Qualifications**

- Experience in the field of accounting. A professional accounting designation would be an asset
- Budget preparation and management experience
- A current Police Records Check is required

#### **Orientation**

Orientation is provided by the Area Commissioner or her designate, the outgoing Area Treasurer and the auditor.

#### **Appointment**

The area treasurer shall be elected annually and/or appointed annually at the Annual General Meeting of Calgary Area Council by the Calgary Area Commissioner and may not hold office for more than five years.

#### **Accountability**

The area treasurer is accountable to the Calgary Area Commissioner.

#### **Responsibilities**

- Be aware of and promote adherence too the financial policies and practices of Girl Guides of Canada contained in the By-Laws
- Report monthly on financial matters to the executive committee and area council
- Oversee and recommend the best financial decisions for the organization including monitoring actual results to operational plans and make recommendations on revenue and expenditure adjustments

- Oversee the financial work of the office staff
- Manage the \$2.3 million Calgary Area capital assets
- Direct the preparation of the \$2 million area budget ensuring that the budget is balanced and on target
- Assist committees in the preparation of their budgets
- Oversee the year end and audit reviews; review auditor reports and auditor adjustments
- Control bank account and signing authority management
- Accept responsibility as one of the authorized signing officers

**Direct the projects assigned to the Calgary Area Finance Team as follows:**

- District compliance reporting including district book reviews and compilation of unit financials
- FR1 process
- Annual Compliance Report
- Trip Financial Binders
- Standards and procedures documentation and updates
- Budget review
- Audit preparation and oversight
- Support Calgary Area Guiders on financial policies and matters

**Direct the work of the area bookkeeper as follows:**

- T3010 filing
- Casino reports
- Committee reporting
- Monthly financial statements and reports
- Performance evaluation
- Donation process

**Time Commitment**

25 to 40 hours per month including

- Monthly executive meetings
- Finance team meetings as required
- Calgary Area Council meetings – 11/year
- Audit preparation – January and February
- Budget compilation – August and September
- Calgary Area Planning Days – two per year

## **Memberships**

- Area Council
- Area Executive Committee
- Area Finance Team