



Active Aging in Manitoba (AAIM) Board Treasurer Job Description & Responsibilities

Accountability

The Board Treasurer is an executive and voting member of the board of directors of the Active Aging in Manitoba (AAIM) and appointed in a manner consistent with the bylaws. The Treasurer is accountable to the AAIM Board for the fulfillment of the duties and responsibilities outlined below.

Authority

The Treasurer, as other board members, has no authority to direct staff or take independent action on matters outside of the duties outlined unless given such authority by the Board.

Time Commitment

Approximately 5 hours per month (board meetings, meetings with the Executive Director, committee meetings).

Term of Office

Two years with the possibility of renewal for a second term (the full term begins at an AGM and concludes at an AGM). A Treasurer may be appointed to the AAIM Board at any time, initiating their term effective from that point to the next AGM. The incumbent would be nominated and elected for a two-year term from that AGM forward.

Roles and Responsibilities

The Treasurer will offer guidance to the Executive Director and appropriate staff & volunteers in ensuring good fiscal planning, decision-making and oversight at a governance level.

Treasurer principle duties are to:

- Oversee the development of high-level financial policies and their review by the AAIM Board.
- Assist in the preparation of the annual budget and its presentation to the AAIM Board for review.
- Ensure that the appropriate monthly or quarterly financial statements are reviewed by the AAIM Board.
- Ensure that the AAIM Board regularly monitors the organization's financial performance and alerts it to any important discrepancies between planned and actual figures.

- Ensure that the organization maintains the appropriate financial books and records and that these are accurate and up to date.
- Ensure government tax filings and remittances are submitted on a timely basis.
- Ensure that payroll and other liabilities are settled in a timely manner.
- Serve as a co-signer of cheques with at least one another signing officer.
- Ensure that excess funds and reserves are properly held and invested.
- Verify that donations are handled appropriately and that grants, and service delivery contracts are accounted for in accordance with the requirements of funders.
- Meet with the external auditor, if needed, to identify any financial control and record keeping problems or deficiencies and oversee action by the Executive Director and financial officer to address them.
- Assists the Executive Director and Board Chair with the development and presentation of the annual report.
- Present or co-present the organization's financial report and recommend appointment or reappointment of auditor at the Annual General Meeting.
- Helps, along with the Executive Director, keep the Board informed of important financial events, trends, and issues relevant to the organization.

Committee Membership

The treasurer is automatically a member of the AAIM Executive Committee, and will normally chair the AAIM Finance Committee, as necessary.

Qualifications

- Commitment to the organization's mission and strategic directions.
- An understanding of, and experience with, good financial management and reporting practices.
 - A professional accounting designation would be an asset.
- An appreciation of the kind and level of financial information needed at a not-for-profit organization board level to inform and support decision making.
- An ability to commit the time required to fulfill the responsibilities described.