

Fort Sackville Foundation
Treasurer —Volunteer Job Description

A member of the Fort Sackville Foundation (FSF), the volunteer Treasurer shall:

- be a member of the Board of Directors (BOD) and work collaboratively with FSF executive and coordinators.
- adhere to all FSF Financial Policies as approved by the FSF and oversee any Finance policy reviews.
- provide advice to the Board of Directors and the Executive on all financial decisions.
- prepare financial reports for meetings of the Board of Directors.
- attend the Executive Committee meetings to provide a financial update if required.
- facilitate the development of the annual budget.
- prepare the financial report for the Annual General Meeting, including a balance sheet, income statement and accompanying notes.
- prepare cheques for signature by authorized persons for all payments.
- maintain a bank account for Fort Sackville Foundation.
- reconcile bank accounts monthly.
- maintain investment accounts and adhere to the FSF Finance Policy regarding investment procedures.
- collect and deposit monies received from the membership i.e. fees, Tea Room, donations, sales of merchandise in a timely manner.
- pay annual membership fees (ANSM, CNSA) and licenses that have been approved by the BOD.
- in collaboration with the President, Vice President, and Corporate Secretary, develop an annual calendar of events for the FSF, including meeting dates for BOD and Executive, general meetings and the annual general meeting.
- in collaboration with the President, Vice President, and Corporate Secretary, complete all required documentation for grants for special projects and for summer students.
- in collaboration with the Executive Committee, when appropriate, select the volunteer to be nominated for available awards i.e. the Bedford Volunteer of the Year award, ANSM Awards, and CNSA awards.
- ensure payment of summer student staff bi-weekly or as agreed by the Fort Sackville Foundation.
- prepare T4 slips and employment remittances as required by Canada Revenue Agency.
- prepare and submit annually the Charity Information Return (Form 3010).
- prepare and deliver charity receipts for all donations received.
- prepare the bi-annual HST rebate request.
- submit payment and appropriate documentation annually to the Registrar of Joint Companies.
- submit rental fee, tax relief request and proof of insurance to HRM annually.
- Complete other duties as assigned.