

Terms of Reference

Treasurer, Canadian Military Wives Choirs Association

Overall Role:

1. Maintains an overview of the association's financial affairs
2. Ensures proper financial records and procedures are maintained

Responsibilities:

1. Is a signing authority for the association's bank account
2. Is the main point of contact between the association and the bank (association banks with BMO, branch located in Stittsville, Ottawa)
3. Keeps a record of all transactions
4. Issues invoices as required
5. Arrange payment of all payable accounts and invoices
6. Produces annual financial reports to include:
 - a. Statement of operations
 - b. Summary of financial position
 - c. Budget
7. Produces interim financial reports for presentation at association board of directors' meetings
8. Produces budget reports for the presentation at association board of directors' meetings.
9. Manages the annual grant for choirs process
10. Presents annual financial reports and budget for the forthcoming year at the AGM
11. Holds voting rights as a member of the association's board of directors
12. Attends association board of directors' meetings
13. Reviews and approves minutes of previous meetings at each regular meeting
14. Obtains a Criminal Record Check within 6 months of taking up the position

Skills/Experience needed

1. Previous experience in finance/accounting is highly desirable but not essential
2. Comfortable using spreadsheets and presentation software
3. Willingness to devote the necessary time and effort
4. Strategic vision of the CMWC Choirs as a whole
5. Good, independent judgment
6. Ability to think creatively
7. Willingness to speak their mind
8. Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
9. Ability to work effectively as a member of a team

Other

1. Due to the location of the Association bank account, it is highly desirable that the treasurer lives in the Ottawa area.