



Job Description - Treasurer

Liaise with: Local Coordinator, Local Committee, SOBC Manager, Finance and Administration

Position: Volunteer - Elected by the Local membership

Commitment: 1 Year term (no limit to the number of terms)

Goals:

Develop a working budget for the Local and maintain and present the Local financial statements each month.

Specific Accountabilities:

Submit a financial statement to SOBC Provincial Office monthly by the required deadline

Report to Local Committee on the financial status of the local at every local meeting

Make deposits and write cheques as required

In consultation with the Local Committee develop an annual budget (July 1 - June 30) to cover the operation of the local

Submit the annual budget along with Accreditation to the Community Development Coordinator by the specified deadline

Assist other committee members as necessary

Prepare an overview of the spending to date for the Annual Meeting in June

Provide monthly reports on financial status to the Local Committee

Attend monthly Local meetings

Treasurer Resources – available in the [Resources section](#) of the [SOBC Website](#)