

## EWGA GTA Chapter Board Chair Description

Position Name: Treasurer

Position Description:

- The Treasurer manages all financial aspects of the association including budgeting, the management of all banking, credit card processing and bill payment processes.
- The Treasurer also leads the annual financial review and submits tax filings and corporate information updates to government agencies as required under the Corporations Act.
- The Treasurer is the official keeper of financial records as required by law.

Responsibilities:

- Deposits cheques and cash from revenue-producing events, membership and other revenue
- Pays bills/invoices/deposits on a timely basis.
- Records deposits, expenditures on a timely basis.
- Reviews financial files provided by Bond with due diligence and note/action errors/issues.
- Reconciles bank accounts and credit card processing (Moneris).
- Ensures RBC bank records are updated with current information including signatures of current signing officers.
- Ensure Moneris records are up to date with Treasurer/mailing/bank account information
- Drives the annual budgeting process
- Assists with the costing and reconciliation of events and other revenues
- Manages the Actual to Budget on a quarterly basis and reports accordingly to the Board.
- Submits quarterly membership dues to EWGA Canada based on numbers provided by Membership
- Keeps official 'books' up to date (Quickbooks)
- Custodian of association computer
- Ensures annual financial review and tax filing for both federal and provincial governments are completed on timely basis (end of June)
- Provides previous Year's Financial Summary for the Annual General Meeting (AGM)
- Liaison with Bond on credit card processing, other financial issues such as returned cheques
- Provide cost-cutting recommendations
- Provides financial advice to other Chairs as needed