



Job Descriptions

STC Manitoba Information Line: (204) 954-0011

Treasurer

A voting position.

Also see *Basic Responsibilities of All*.

Main Duties

The main responsibility for this position is to manage and maintain the financial stability of the chapter.

Act as the executive contact for the Fundraising Committee.

Specific responsibilities

**Time
required**

For each monthly dinner meeting:

- prepare a current financial statement
- receive the list of people who have made reservations from the Database Administrator
- obtain receipts, door prize chits, and name tags from the Database Administrator
- collect payments, issue receipts, and make sure the bill agrees with the number of people attending.
- provide the Secretary with a copy of the meeting attendance list once it is final

On an ongoing basis:

- handle all the finances for the chapter
- control all banking arrangements
- make bank deposits and issue cheques as required
- monitor the bank balance to ensure the chapter is financially on track
- prepare statements as required to communicate the chapter's financial position to the membership as needed
- advise the executive in decisions concerning the chapter's finances



Job Descriptions

Treasurer

Specific responsibilities

Time required

On an annual basis

- at the annual planning session, be prepared to offer the previous year's actual and estimated budget figures for each executive position
- for the May AGM, prepare preliminary year-end figures to submit to the membership
- by the end of September (into the next term), prepare the year end financial statement for STC Virginia to determine membership rebates. Send the statement to STC Virginia.

Tasks by month

**May
(incoming)**

Arrange for signing authority/change of signatory at the bank.

**June–
August**

At the annual planning session, be prepared to present a history of expenses, by executive position.

Prepare a budget for the upcoming year. Ensure that all foreseeable expenses of the executive are included in the budget.

**September–
April**

Submit the year-end financial statements to STC Virginia. Ensure that the Chapter rebates are received.

Carry out monthly treasurer's duties, as outlined above.

October

Work with the STC/RRC/MANCOM conference committee to create a conference budget.



Job Descriptions

Treasurer

Tasks by month

November

December

January

**February–
April** Receive and deposit all conference registration cheques from the STC/RRC/MANCOM committee. Endorse payments for conference expenditures. Ensure adequate, separate records are kept of all conference revenues and expenses.

March

April Prepare preliminary year-end financial statement for the AGM

**May
(outgoing)** Present the preliminary year-end financial statement to the membership at the AGM.

Last updated: *February 23, 2004*
Modified *June 4, 2006*