

Treasurer, ARMA Edmonton Chapter

The Treasurer is the custodian of all funds and securities, signs all the Chapter's cheques, receives all memberships dues and other payments to which the Chapter is entitled, deposits all funds into depositories approved by the Board of Directors. Also provides Chapter financial statements at the close of each accounting year and at the end of each Board of Directors' meetings.

Time Commitment:

- Attend monthly board member meetings held once a month either in person or remotely (approx. 1-2 hours)
- Process receivables (on average approximately 1 hour per month)
- Process payables (on average approximately 1 hour per month)
- Maintain financial records (on average approximately 1 hour per week)
- Manage signing authorities for the chapter, ensuring signatories are up to date on all accounts
- Provide Chapter financial statements to the chapter President at the close of each accounting year
- Commitment to attend as many monthly chapter functions as possible
- Identify and resolve any issues related to financial institutions and tools used by the chapter
- Ensure proper financial audits are conducted either internally or externally per the chapter bylaws
- Prepare monthly reports on chapter financial activities and present them at monthly chapter board meetings