

AI-Anon Information Services CALGARY

TREASURER - Role Description

Term: 3 years

This position requires a detail-oriented person with access to a secure computer with reliable internet connection and a person with general email, bookkeeping, WORD and EXCEL skills.

Duties:

- Non-voting unless also representing a specific group
- Attend 5 AIS meetings per year (September, November, February, April and June)
- Attend quarterly AIS/DR meetings at the request of the AIS Chairperson
- Prepare an annual budget with input from AIS coordinators for approval
- Manage the TD bank account with 1 signature required for cheque signing but with electronic access on a read only basis to allow the AIS Chairperson to monitor activity
- Pay all approved AIS expenses: Big Sky Answering Service, Telus, rent for facility, Chair's attendance to Assemblies and AWSCM, etc.
- Write and distribute receipts for all money received if necessary as all transactions are now recorded electronically on the TD Bank online banking page
- Deposit all money received
- Prepare a regular (usually quarterly) statement of accounts showing receipts and disbursements with bank balance at the end of the reporting period
- Submit reports to Newsletter Editor for publication in AIS Newsletter
- Submit Financial report at AIS meeting answering any/all questions
- Provide a copy of statement for the AIS Secretary for inclusion in minutes
- Monitor and respond to AIS Calgary Treasurer email account
- Maintain a master file of AIS financial records, statements, reports, etc.
- When ending the term, ensure that the street address of the new Treasurer is registered with Canada Post
- Hand over PO Box keys to the new Treasurer
- The time commitment is approximately 5 hours per month (usually the month before the AIS meetings) in addition to picking up the mail downtown and attending the 5 AIS meetings