

# Calgary Area Treasurer

## Position Description

### Role

To oversee, manage and monitor the financial affairs, including all budgeting and policy compliance of GGC monies and assets of Calgary Area.

### Qualifications

- Professional financial credentials (CPA)
- Experience as a treasurer or auditor with a corporate or not for profit organization
- A commitment to GGC
- Ability to work with a team and independently, including ability to chair meetings
- Ability to exercise critical, analytical, and decision focused skills
- Good writing, communication, listening and interpersonal skills with ability to communicate effectively via various media sources
- Proven ability to present technical information to a non-technical audience

### Orientation

Orientation is provided by the Area Commissioner or her designate, and the outgoing Area Treasurer.

### Appointment

The Area Treasurer is elected or appointed annually at the Annual General Meeting of Calgary Area Council and is re-elected or re-appointed annually to a maximum of five (5) consecutive years.

### Accountability

Area Council

### Responsibilities

- Maintain current knowledge of GGC, its Strategic Plan, and all financial policies, procedures and protocols
- Accept responsibility as an authorized signing authority for Calgary Area
- Oversee and recommend the best financial decisions for Calgary Area including monitoring actual results to operational plans and make recommendations on revenue and expenditure adjustments
- Account for the \$2.3 million of Calgary Area capital assets
- Direct the preparation of the \$2 million Area budget and present it to Area Council for approval
- Help Area committees prepare their budgets
- Review monthly financial reports including comparison of budget to actual and investigate any significant discrepancies
- Present a financial report at each Area Council meeting
- Support preparation of any financial records for use by external auditors



- Ensure that the level of insurance coverage is suitable to safeguard the assets of Calgary Area
- Ensure all statutory filings are completed
- Consult with the Area Commissioner when matters of financial mismanagement are identified
- Support reporting for casino and grant funding

Direct and oversee the projects assigned to the Calgary Area Financial Information Support Team (FIST) including:

- Recruit, where appropriate, orient and mentor members of the FIST Team
- Foster a cooperative, collaborative and supportive environment for committee members
- Ensure that the committee meets on a regular basis and a record of all meetings is maintained
- Provide support and mentorship to Calgary Area Guiders on financial policies and matters
- Collaborate with Training Committee to provide financial training, as required
- Monitor FR1 process (fundraising approval)
- Oversee annual Compliance Reporting to GGC
- Oversee semi-annual review of unit and district financial records
- Monitor trip financials
- Monitor and comply with donation process

#### Time Commitment

20 to 40 hours per month including:

- Calgary Area Council meetings – 10 per year
- Financial Information Support Team Meetings – 4-6 per year
- Compliance completion and oversight – January through April
- Budget compilation – September and October
- Calgary Area Planning Days – 1-2 per year

#### Memberships

- Area Council
- Area Financial Information Support Team

