

Downtown Vocal Music Academy

POSITION PROFILE

Position Title: Treasurer

Position Holder:

1. POSITION STATEMENT

The Treasurer oversees all financial matters in regards to the VMA.

2. ACCOUNTABILITIES

The Treasurer is accountable to the SAC.

3. DECISION MAKING AUTHORITY

All financial decisions must be agreed upon by the SAC.

All payments by cheque must be co-signed by another designated Board member.

4. RESPONSIBILITIES

On-going:

- maintains 2 bank accounts- General and Bursary account and proper signing authority is maintained- (Chair and one other member of the Board)
- ensures that bills and invoices are paid in a timely matter
- ensures that expenses for the choir are re-imbursed
- assists in applications for grants and funding (financial reports)
- updates financial status monthly at Board meetings and provide financial statements 2-3 times per year

Annual:

- ensures that Choirs Ontario insurance policy is in place annually and additional insurance as needed
- ensures that Charitable Returns are filed with the TDSB (within 6 months post year end)
- Budget is completed annually and passed by the SAC.
- Balance and close books annually. Audit should also be done.

Special Events:

Registration Day

- collects and deposits membership and uniform fees

Concerts

- liase with Concert Co-ordinator for finances
- deposits concert donations as soon after concert as possible
- oversees issuing of tax receipts for donations made to the VMA and thank you letters with receipts

Position Description agreed by:

Date:

