

Volunteer Job Description

Central Coastal Tourism Partnership



TREASURER

Board of Directors

Length of Commitment: 2 year term with potential for renewal.

General Responsibilities

- Manages the finances of the organization, including the Board's review of and action related to, financial responsibilities.

(Note: the CCTP has a contracted bookkeeper who works in the CCTP Office one day a week, and she supports the association by performing duties related to the preparation of payroll every two weeks, monthly remittances, regular invoicing, special billings related to membership and advertising projects, preparation of ROE's, T4's and remittances, support to funding applications and compliance, bank reconciliation of 1 bank account and 2 credit cards with approximately 50 deposits yearly, general ledger with approximately 500 journal entries per year, A/P duties of approximately 250 invoices payable per year, calculate and pay federal and provincial taxes, prepare cheques, HST and government filing returns, maintain financial files, data input, maintaining of AR ledger, works directly with Treasurer and Tourism Development Manager).

- Treasurer ensures appropriate financial reports are made available each month to the Board (Bookkeeper will prepare income statements, balance sheets, profit/loss comparable to the budget, and provide to Treasurer prior to monthly Board Meetings).
- Regularly reports to Board on key financial events, trends, concerns, and assessment of fiscal health.
- Provides annual budget to the Board for members' approval.
- Ensures development and Board review of financial procedures and systems.
- Participates as a member of the Executive Committee, which oversees governance for the organization.
- Works with the Tourism Development Manager in the development of various funding applications and budgets.
- Oversees the Board's annual audit process (Note: year-end statements and income tax filings are completed by the CCTP's external accountants).
- Assists in the selection of an auditor, and meets with him or her annually.

Attendance at monthly board meetings and other CCTP functions is of utmost importance. The Board typically meets on the third Wednesday of each month at 10 am. The Board typically does not meet between June – August, however, monthly reports and some financial activities are still required. A Semi Annual Meeting is held in November, and an Annual General Meeting is held in April.

Accountability

The Treasurer is accountable to the President. The Treasurer may delegate specific duties to the Tourism Development Manager, Board Members, Bookkeeper and/or committees as appropriate.

Expectations

The Treasurer is expected to review and understand the organization's articles of incorporation and by-laws, policies and procedures, financial and legal situation, and strategic plan.

Signing Officer

The Treasurer is designated by the Board of Directors and bylaws as one of the signing officers for certain documents. In this capacity, the Treasurer may be authorized or required to sign or countersign cheques, correspondence, applications, reports, contracts or other documents on behalf of organization.

Fund Raising

The Treasurer works closely with the President and Tourism Development Manager to ensure that structures and procedures are in place for securing the resources required by the organization.

Skills and Qualities

Many characteristics combine to make a successful Board Treasurer. They include demonstrated community leadership; being respected by board members, the Tourism Development Manager and key stakeholders; able to lead the board in handling difficult issues; and, the ability to communicate, listen and seek input from others.

Benefits

- Stay *'in tune'* with tourism happenings in your region.
- *Expand your network* – with operators, industry groups, government officials and tourism stakeholders on PEI.
- *Raise your profile* within the organization as well as for your business.
- *Strengthen* project and team management skills.
- *Make an impact* within the organization, Central Coastal communities, PEI's tourism industry, and in individual lives.
- You are able to *cultivate* and *influence* tourism within the Central Coastal Region, and within the province.
- *Context:* Boards give you a new level of appreciation for the different types of groups and people that make any entity strong.