

# Area Treasurer – Nova Scotia

## Position Description

Rev Feb 25 '21, June '21

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### **Mission**

To be a catalyst for girls empowering girls.

### **Purpose**

To manage the Area Council's financial resources on behalf of Girl Guides of Canada.

### **Accountability**

Area Council and Provincial Treasurer.

### **Responsibilities**

- Liaise between Area Council and Provincial Treasurer.
- Provide access to all financial records to Area and or Provincial Commissioner or delegate, upon request.
- Ensure that all monies are deposited in full as received.
- Ensure that all expenditures are supported by complete and detailed documentation.
- Ensure that at least one signing authority reviews the supporting documentation before approving a third-party invoice.
- Ensure that purchase card (P-Card) claims are signed by the card holder, reviewed and approved by at least one signing authority who may not be that P-Card holder.
- Ensure that the council concerned approves all those who are given signing privileges.
- Maintain accurate and reliable financial information on a timely basis.
- Submit and allocate all revenue and expense entries.
- Reconcile revenue and expense records against financial reports on a monthly basis.
- Provide information as necessary to Nationwide Finance Dept. Provide audited financial report, once received, to the appropriate Commissioner.
- Perform, or support the performance of, financial reviews, financial oversight compliance, year-end compliance etc. as required
- Respond to communications in a timely manner.
- Participate in and support Area Advisory meetings and activities.
- Attend Area Council meetings and provide ongoing updates for financial activities.
- Adhere to the Oath of Confidentiality and the Code of Conduct of GGC.
- Ensure that District Treasurers adhere to the sound financial practices as outlined above.

*Bank Accounts:* All funds must be deposited in a financial institution in the name of the Girl Guides of Canada-Guides du Canada in a pool account managed by Nationwide Finance. (Note) Non-members who are Treasurers must have a valid PRC and an A7 on file.

### **Term of Office**

- The term of office will be as outlined by the By-laws of Girl Guides of Canada (a one-year term elected annually to a maximum of five consecutive years).

