

# Southern Horizons Area Treasurer

## Volunteer Position Description

### Role

To oversee, manage and monitor the financial affairs, including all budgeting and policy compliance of GGC monies and assets of Southern Horizons Area. This is a volunteer position with Girl Guides of Canada – Southern Horizons Area.

### Qualifications

- 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
- Professional financial credentials (CPA) would be an asset

### 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 Southern Horizons 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 Southern Horizons Area
- Oversee and recommend the best financial decisions for Southern Horizons Area including monitoring actual results to operational plans and make recommendations on revenue and expenditure adjustments
- 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 Southern Horizons Area
- Ensure all statutory filings are completed, if required
- Consult with the Area Commissioner when matters of financial mismanagement are identified
- Support reporting grant funding

### Time Commitment

5 to 10 hours per month including

- Southern Horizons Area Council meetings – ~10 per year
- Compliance completion and oversight – January through April
- Budget compilation – September and October

### Memberships

- Area Council

