

Job Description – Treasurer

- Elected by the membership as a voting board member
- Attends monthly board meetings as a voting member, contributes to discussions and decision making, makes and votes on motions. Prepares and presents financial reports
- Required to apply for a Vulnerable Sector Check (Police Check)
- Has signing authority for financial matters (contracts, bank accounts)
- Attends the Spring and Fall Annual General Meetings, presents information as per role
- Orientation and handover from outgoing Treasurer to incoming over the summer
- On all matters of business, confidentiality is essential
- Along with all the members of the co-operative, is responsible for the health and safety of LCNS children

Summary of Role:

- With the President, vice-president, and Centre Admin prepares an annual budget to present to the membership at the Annual General Meeting in September
- Prepares and presents financial reports at the membership meetings in September and June and for monthly Board meetings
- Has care and custody of all school funds
- Collects and banks all money received
- Runs Paystream monthly for preauthorized debits
- Ensures bills, invoices, and other financial obligations are paid in a timely manner
- Signs off on payroll twice monthly
- Issues tax receipts in January and June
- Keeps notes and files organized for successor
- Role supported by Centre Admin, Bookkeeper, and Account Manager

If you are interested in learning more about this role, please contact our Registrar at registrar@lakeshorenursery.com for more details.