

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 at the June board meeting.
- Required to do ONE cleaning night
- 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 and vice-president, prepares an annual budget to present to the co-operative 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, payroll, and other financial obligations are paid in a timely manner
- Issues tax receipts in January and June
- Keeps notes and files in order for successor.

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