

McKenzie Towne Community Association is seeking a Treasurer to join the Board of Directors starting this spring.

### **Who are we?**

The McKenzie Towne Community Association (the MTCA) is a volunteer group dedicated to keeping our community informed, engaged and connected. We work with local partners (McKenzie Towne Council, City of Calgary, local schools and Calgary Police) and all levels of government to make McKenzie Towne a great place to live, work, shop and play.

### **The Role**

The Treasurer is a key member of the Community Association Board responsible for overseeing the financial affairs of the association. This role ensures transparency, accountability, and sound financial management in alignment with the association's mission and bylaws.

### **KEY RESPONSIBILITIES:**

- Serves on the Executive Committee
- Gives regular reports to the Board on the financial state of the organization
- Acts as an authorized signing officer for cheques and other documents
- Keeps accurate financial records for the organization
- Deposits money, drafts, and checks in the name of the organization and to the credit of the organization in the banks and depositories designated by the Board
- Disburses funds and issues checks and drafts in the name of the organization as ordered by the Board
- Provides the President and the Board an account of transactions by the Treasurer and of the financial condition of the organization upon request
- Issues cheques for all invoices
- Records all transactions and balances monthly
- Supervises the bookkeeper if one is engaged
- Manages all the finances of the organization
- Develops an annual budget and financial report with the Board and presents to membership at the Annual General Meeting
- Monitor income, expenses, and budget adherence

- Ensures the development and review of financial policies and procedures
- Ensures that reports properly reflect the operating results and financial condition of the organization
- With the Board, appoints independent auditors subject to approval by members
- Other duties as required

### **TERM**

The term shall be for two years and will not exceed two consecutive terms years except under conditions outlined in the organization's Bylaws.

### **TIME COMMITMENT**

15 hours +/- month

If interested, please contact Sally Samuel at [ssamuel@mymtca.ca](mailto:ssamuel@mymtca.ca)