



Brockville Women's Network
"Women Supporting Women"
P.O. Box 294, Brockville, ON K6V 5V5

The Role of Treasurer

Term: Two Years

The Treasurer has the overall responsibilities for maintaining the finances of the Network, including the Scholarship Fund. Year-end shall be June 30th for financial purposes, whereby a yearly financial statement will be provided for reporting purposes to the General Membership. Cheques require two signatures. Signatures will be any two of the following: Treasurer, President and Vice-President.

Specific Duties

- Make a serious commitment to attend Executive Meetings and General Membership Meetings to ensure an active, positive presence for BWN.
- Stay informed about committee matters, prepare well for meetings, and provide reports.
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.
- Get to know other committee members and build a co-operative working relationship with them.
- At General Meetings, meet and greet the Guest Speaker and other guests, and make every effort to network with our membership.
- Actively participate in and support the yearly Christmas Auction (or similar Scholarship fundraiser), and encourage such support from our membership to ensure the fundraiser's success. Also support personally, as well as encourage the membership as a whole to support, the community project(s) as selected by the Executive for that year.
- Provide regular monthly financial reports to the Executive in hard copy, with an additional copy to be forwarded to the Secretary for inclusion with the monthly minutes.
- Report to Revenue Canada all Scholarship Funds in a timely fashion.
- Make deposits from the collection of fees for dinner, membership and other miscellaneous income to the BWN bank account.
- Provide a float for the General Membership Registration Table.
- Take a physical count of all monies received at each monthly meeting, including monies received for any 50/50 Draws that have taken place. Incorporate those monies into your monthly deposit and monthly financial report for the Executive.
- In partnership with the Membership Chair, attend the Registration Table and cross-reference the number of guests attended vs. the billing information from the Brockville Country Club, including the Guest Speaker meal. Provide dinner receipts for all members and guests.
- Arrange for payment of all invoices, newsletter publishing fees, advertising fees, guest speaker fees, etc., and any monies duly voted on by the membership.
- Reimburse the Executive for authorized purchases.
- In September of each year, provide an audited and final financial statement for the previous year. The report needs to be submitted and shared at the first General Membership Meeting of the year.
- Act as the keeper of the key for the BWN Post Office Box and collect mail regularly. For mail addressed to other Executive members (other than Annual Achievement Award nominations, which go directly to the President), open to check for matters needing urgent attention, and distribute to other Executive members.