

The Vancouver Life Drawing Society Basic Inquiry

(Modified March 20, 2023)

Volunteer Board Position – Treasurer

The Treasurer:

- [Ongoing] Reviews and authorizes all payments issued by the Society; coordinating with the Financial Clerk to issue payments and to maintain a digital audit trail of Society's revenue
- [Monthly] Oversees and facilitates monthly transfer of funds from Society's digital payment processors (Paypal; Stripe) into Society's bank accounts, working with Robostrar to maintain a digital audit trail of Society's revenue
- [Monthly] a monthly coding of all Society's financial transactions according to its Chart of Accounts; delivers these to Society's accountant and reviews (and eventually approves) monthly Financial Statements produced by our accountant;
- [Ongoing] Monitors Society's financial health both globally (trends in revenue vs. expense) and locally (sufficient funds in specific bank accounts to cover pending payments)
- [Monthly] Delivers a brief Treasurer's Report on Society's financial health at each Board Meeting and AGM
- [Annually] Works with Society's accountants to produce annual the Society's Registered Charity Charitable Information Return with CRA
- [Ongoing] Acts as a primary point of contact with Society's Accountants (Quantum) and Bankers (VanCity) and outside vendors (Insurance, Digital Services, etc.) in all Society business.

General Responsibilities of All Members of the Board of Directors

- Participates in monthly Board Meetings; votes on motions and resolutions put before the Board in such meetings; reviews and approves Minutes of such meetings in a timely fashion after their completion;
- Participates and is available and responsive by e-mail in a timely fashion to Board matters and business that for whatever reason cannot be deferred to Board Meetings;
- Actively represents Board decisions to, and solicits input, from Members and non-Member participants in sessions; and participates regularly in sessions with an eye toward identifying issues arising in the Studio or among session participants that should be brought to Board attention.

- Is proficient, or willing to self-train to gain proficiency, in Google Drive; in order to be able to access and contribute to the Board's shared repository of digital documents, materials, records, and data.