



LIFESAVING SOCIETY

*The Lifeguarding Experts*

## LIFESAVING SOCIETY MANITOBA

### BOARD OF DIRECTORS

#### Job Description: Treasurer

#### **Purpose**

- To provide financial oversight on behalf of the Board of Directors and the Members of the Society.

#### **Term of Office**

- Two years

#### **Reporting Relationship**

- To the Board of Directors

#### **Skill Set and Knowledge Areas**

- Current CPA or equivalent experience and knowledge
- Familiar with compliance requirements for non-profit corporations and charities
- Strong analytical skills
- Experience producing and interpreting budgets, financial statements, and financial reports as required

#### **Duties and Responsibilities**

1. Monitor the financial activities of the Society.
2. Provide expertise and input on financial and strategic plans, procedures, and decisions that affect the financial stability and sustainability of the Society.
3. Prepare and deliver financial analysis and forecasts to the Board on a quarterly basis.
4. Assist in the preparation of the legally required financial statements for the Society.
5. Present and respond to questions about the financial report at the Annual General Meeting.
6. Prepare an annual budget with the Chair and the Executive Director.
7. Chair the Audit and Finance Committee.
8. Act as a signing authority for the Society.