



Director Job Description: Treasurer and Corporate Secretary

Term: Five (5) years

Time Commitment: approximately 150 hours annually

Revised: December 2020

All Board Directors commit themselves to LU's mission and programs and actively participate in the development of Board policies and procedures by keeping up to date with pertinent issues and trends and thinking strategically about the implications of the items under discussion. In particular, they will become familiar with the LU By-law and the duties and responsibilities of a Director described therein. They understand the time required to be an effective Board Member and agree to provide this time and to participate in special projects or *ad hoc* Board Committees as needed. They commit to maintain confidentiality, to recuse themselves in the case of a conflict of interest; and to use collaborative communication and interpersonal skills.

Job Overview:

As Treasurer, creates, oversees and manages the organization's budget and reports to the Board the ongoing financial viability and stability of the organization while monitoring its financial information. As Corporate Secretary, maintains the records of By-Laws, Minutes, policies, Board job descriptions, and facilitates the filing of required information related to the non-profit status of the organization.

Duties and Responsibilities:

1. Serves as the lead Board member for financial management, policies, and oversight
2. Informs the Board of important financial events, trends, and issues relevant to the organization
3. Maintains the organization's financial records (in both hard copy and digital formats) together with supporting documentation. Such records shall be saved for a revolving seven (7) year period.
4. Prepares timely financial statements and reports as requested by the Board.
5. Prepares year-end financial statements for examination by the approved reviewer. Subsequently, presents the statements for approval at the Annual General Meeting together with the appointment of a recommended reviewer for the subsequent year.
6. Prepares the annual budget for review and approval by the Board.
7. Controls cash flows to ensure adequate receipts to cover timely payments of accounts payable and prepares cheques to be co-signed by an approved officer.

8. Places any excess cash in approved investments supported by approved financial institutions.
9. Maintains the corporate records of the organization (including the By-laws, Minutes, policies, and Board members' job descriptions. Ensures that excess funds and reserves are properly held and invested
10. Oversees the maintenance of LU's incorporation and non-profit registration status and facilitates any filings of required reports and information

Competencies and Qualifications:

1. An understanding of and experience with good financial management and reporting practices
2. Excellent analytical and problem solving skills
3. Excellent interpersonal, team, and facilitation skills
4. Computer competency in Word, Excel and e-mail