

Treasurer

RESPONSIBILITIES & QUALIFICATIONS

General Expectations:

- Attend Monthly Board Meetings (2nd Wednesday of the month)
- Time – 1800–2100 hrs
- Submit meeting materials (including Monthly Status Report)
- Review materials from other portfolios
- Update PMI OVOC Calendar with portfolio activities
- Review portfolio budget
- Respond to emails within a typical business timeframe

Key Responsibilities:

- Manage work of bookkeeper
- Provide monthly status updates on income and expense
- Review Budget on a quarterly basis and make recommendations
- Cheque signatory
- Prepare Annual Budget for the chapter
- Facilitate Annual Budget exercise
- Prepare the Treasurer budget
- Oversee bookkeeper, annual Review, banking fees

Qualifications: