



Position Description

Position Title: **Treasurer**

Effective date: **December 2, 2012**

Reports to: **Board of Directors**

To be reviewed prior to the 2013 Annual General Meeting

Approved by the Board of Directors on December 2, 2012

Position Summary:

The Treasurer is a member of the Board of Directors and is responsible for the financial operations of the organization. This includes financial planning, control, reporting and good governance. The Treasurer is also responsible for the preparation of the annual operating budget and long-range plan financial projections.

Duties and Responsibilities:

The main duties of the treasurer are to oversee the financial administration of the Richmond Hill Philharmonic Orchestra, review financial procedures, financial analysis and reporting, provide advice to the Board on financial strategy, fundraising and attend to the day-to-day finances. The treasurer will report the financial status of the RHPO at the organization's AGM (annual general meeting) to share and create common levels of understanding of the financial health of the entity, satisfy regulatory requirements, provide transparency and inform members of the orchestra and executive on financial matters related to the orchestra.

General Duties:

- Attend the RHPO Board meetings
- Actively contribute on the Board by giving strategic direction, setting financial policies, as required
- Participate and contribute to the strategic plan

Financial Administration:

- Oversee, approve and present budgets, accounts and financial statements
- Ensure compliance to tax regulations and any other relevant legislation
- Provide financial reports at each Board meeting, breaking down finances on a month by month basis
- Report on the financials and analysis specific to each concert; evaluating performance against agreed targets
- Ensure good governance in all financial aspects
- Keep up to date records as well as an audit trail for all transactions; ensuring all the appropriate accounting procedures and controls are in place

- Tend to the day-to-day finances; handle all transactions in a timely fashion ensuring that all deposits are made and all invoices are paid promptly; maintain all bank accounts
- Ensure that there is an appropriate reserve policy and actively monitor such reserve
- Compile and present the annual financial report at the AGM
- Prepare funding proposals for the “one off” grants and/or contribute to the preparation of the application
- Keep the Board informed about its financial duties, and adherence to good governance
- Lead and mentor the financial tripod team

Additional Duties:

- Work as part of the team in fundraising endeavors by acting as an advisor, setting procedures in place and actively participating in the events
- Work with the Operations Manager to review all financial aspects in legal contracts

Required Skills and Competencies:

- Financial qualifications and experience
- Knowledge of charitable (not-for-profit) accounting practices, tax laws and fiscal record-keeping
- Good analytical skills
- Good, independent judgment
- Commitment to the RHPO
- Willingness to devote the necessary time and effort
- Ability to work as a team member
- Willingness to speak their mind