



Muir Lake Community League

Job Description – Treasurer

Position Title	MLCL Executive Officer (non-voting position) (commissioned)
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Strong accounting background required.

Instructions for Treasurer

- Maintain current financial records the Society may possess;
- Deal with day-to-day financial affairs of the Society;
- Ensure all monies paid to Society are deposited into a financial institution chosen by the Board;
- Keep a detailed account of expenditures;
- Picks up and distributes mail from Stony Plain post box.
- Prepare, review and present financial statement at AGM; and monthly meeting updates.

Perks for Treasurer

- Free MLCL membership for the following year.
- One Free rental on a Sunday (Not June/July/August), or a weekday in the summer.
- Board members will not pay a fundraising fee on Kid's sports
- Get one free ticket on an event during the year (excluding MLCL BINGOs).