



Muir Lake Community League

Job Description - Treasurer

Position Title	MLCL Executive Officer (non-voting position) (commissioned) (pending approval at AGM)
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No experience 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.
- Acts as signing authority, with another Executive Director for cheques and other documents;
- Signing authority on the accounts will also have signing authority on the safety deposit box. Keys to the safety deposit box shall be held in the key lock box at the hall.
- **December Newsletter Update** – Donations to local charities

Perks for Treasurer

- Connect you with others in the community, make new friends and contacts.