

**- EAC TREASURER –
JOB DESCRIPTION**

Function	Elected Officer of the EAC Board Signing officer for the Association. Maintain all necessary financial records of EAC Conduct all financial transactions, i.e. bank accounts, term deposits, payments of bills Present periodic statements of the financial position of EAC to the Board. Develop and present annual budget. Responsible for the financial implementation of the goals of EAC Conduct business in accordance with the budget, Board motions, financial condition and proper accounting procedures. Co-operate with the auditors in presenting all materials necessary for the financial review and for government forms
Qualifications	CA, CGA or equivalent
Length of Commitment	Two-year term; may be re-elected for additional two-year term
Duties	Transfer all EAC bank accounts to location easily accessible to the treasurer. Ascertain that all necessary forms are signed by both the President and Treasurer, as well as all of the cheques Receive deposits from Membership, Education, Leonida Leatherdale Needle Arts Library, Youth and any other monies owing to EAC, (Membership & Education can make own deposits for transfer to main EAC account) Deposits to be made on a regular basis; bank statements to be reconciled monthly Write cheques on regular basis as appropriate for expense accounts submitted by Board members and others approved by Board; forward to President, with stamped, addressed envelopes, for signature and forwarding Receive VISA/MasterCard deposits and send receipts. Receive copies of invoices from EC advertisers from Ad Manager Make appropriate government filings Arrange to have books given to approved accountant for review engagement and year-end statements shortly after year-end (August 31) Ensure financial statements are ready for presentation at fall Board meeting Forward reviewed financial statements to <i>Embroidery Canada</i> Editor by 20 January for inclusion in Spring/March issue Keep EAC President informed of concerns or problems Accounting practices to be carried out with appropriate computer

accounting system
Reply to correspondence in a timely fashion
Communicate with the other Officers/Directors as necessary
Prepare and present reports to the semi-annual Board meetings
Prepare report for AGM. Present report if attending
Forward copies of documents to EAC Archivist as per EAC Archives
Policy and Procedures
Hold Board/President pins

Time Commitment 20 to 30 hours per month

Meetings to Attend Semi-annual Board meetings (May & November)
AGM (May)

Skills Required Excellent communication skills
Excellent organizational skills
Computer skills for 'Simply Accounting' or equivalent
Financial planning, forecasting and decision making
Home computer with email

Skills Developed Detailed knowledge of the operation of EAC
Interpersonal skills working as a national Board member

TREASURER TIME LINE

- January** By 20th: Reviewed financial statements & notes to be sent to Editor of *Embroidery Canada* for publication in the Spring/March issue #3
- February** Charity return to be filed no later than 28 February with CRA. (Failure to file by the end of the month may result in EAC losing its charitable status)
- March** Second fee payments for Seminar due
Process credit card payments for Seminar
- April** Write reports for May Board meeting
Prepare budget for next fiscal year for presentation, discussion and approval at the May Board meeting
Prepare report for AGM (on EAC letterhead). Report on the past year's highlights, Association's financial health, highs/lows, etc. Provide copy for EAC Secretary
Send \$30 cheque, made out to the 'Receiver General of Canada' to President to be included with her annual Industry Canada filing
- May** Attend Board meeting, present report.
Present report at AGM, if attending. Move the approval of accountants for the coming year
Finalize arrangements for payment for Seminar facility with Seminar Treasurer. (EAC pays this bill directly and is reimbursed by Seminar so GST can be recovered)
Bring silver/gold President's pin to Board meeting for Vice President to present to out-going President at AGM (every two years, in even-numbered years)
- June** At the end of term of office:
- Update job description
 - Forward Treasurer files to replacement by a.s.a.p.
- July**
- August** Send reminder to Regional Directors to ask guilds to send their financial statements to Treasurer.
Observe year-end (August 31) deadlines:
- Financial statements to be reviewed by external accountant & submitted to Editor for publication in the March/Spring issue #3 of *Embroidery Canada* by January 20
 - Copy of the final financials to be sent to President for her files
 - Charity return due no later than February 28. Failure to file may result in

EAC losing its charitable status

- GST return to be filed in reasonable amount of time after year-end
- Receive all outstanding monies owed by current (just completed) Seminar, including advances made and EAC's portion of the profits

September

October Write report for November Board meeting

November Attend Board meeting, present report
Bring silver Board of Directors pins to Board meeting for President to give to new Board members
First payment for upcoming Seminar due. Process credit card transactions
Follow-up with guilds who have not yet submitted their current financial statements

December

Ongoing Write cheques (usually every 2 to 3 weeks). Forward to President (with expense form & stamped, addressed envelopes) for signature and forwarding
Make cheque/cash deposits as required. Membership Director (includes Youth) and Cyberworkshop Registrar make own deposits and notify Treasurer. Other funds to be mailed directly to Treasurer
Make credit card deposits as required, usually from Correspondence Course Registrar, Cyberworkshop Registrar and Membership Director
Receive notification (usually by fax) from Correspondence Course Registrar of counsellors who require payment for course evaluations
Receive notification from counsellors who require payment for binder reviews/postage
Receive notification from Education Director/Cyberworkshop Registrar of cyber workshop teachers requiring payment
Send correspondence course counsellors a list of the students they are being paid for with their cheques
Take cheque book/expense forms to Board meetings
Promote EAC