

**POSITION DESCRIPTION**

<b>TITLE</b>	Standard Activity Group Treasurer
<b>PURPOSE</b>	The Treasurer works with the executive committee, working co-operatively with others following the GWSA Activity Leaders Handbook
<b>REPORTS TO</b>	The President of the Activity Group
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>❖ Active member of GWSA</li> <li>❖ Skills in leadership, organization, problem-solving, conflict resolution and written and oral communication</li> <li>❖ Tact and diplomacy in order to interact and work co-operatively with others.</li> <li>❖ Secretarial/Clerical experience</li> <li>❖ Experience working with money and budgets</li> <li>❖ Full knowledge of Activity Leaders Handbook</li> </ul>
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Work with the President and committee members</li> <li>2. Attend committee meetings</li> <li>3. Welcome members as they arrive, provide a welcoming atmosphere</li> <li>4. Collect and count the membership fee at each activity, balancing number of participants and amount of money collected</li> <li>5. Follow the Activity Group Leaders Handbook for guidance</li> <li>6. Provide President with a monthly bank statement or financial report</li> <li>7. Work with the President to develop a draft budget and final budget</li> <li>8. Write cheques as directed</li> <li>9. Participate in self-development training, where appropriate</li> <li>10. Other such duties as may be from time to time</li> </ol>

**Volunteer Advisory Committee Draft Approval**

**Governance Committee Approval**