# POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>TITLE</th>
<th>Standard Activity Group Treasurer</th>
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<tbody>
<tr>
<td>PURPOSE</td>
<td>The Treasurer works with the executive committee, working co-operatively with others following the GWSA Activity Leaders Handbook</td>
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<tr>
<td>REPORTS TO</td>
<td>The President of the Activity Group</td>
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</tbody>
</table>
| QUALIFICATIONS | ❖ Active member of GWSA  
❖ Skills in leadership, organization, problem-solving, conflict resolution and written and oral communication  
❖ Tact and diplomacy in order to interact and work co-operatively with others.  
❖ Secretarial/Clerical experience  
❖ Experience working with money and budgets  
❖ Full knowledge of Activity Leaders Handbook |
| RESPONSIBILITIES | 1. Work with the President and committee members  
2. Attend committee meetings  
3. Welcome members as they arrive, provide a welcoming atmosphere  
4. Collect and count the membership fee at each activity, balancing number of participants and amount of money collected  
5. Follow the Activity Group Leaders Handbook for guidance  
6. Provide President with a monthly bank statement or financial report  
7. Work with the President to develop a draft budget and final budget  
8. Write cheques as directed  
9. Participate in self-development training, where appropriate  
10. Other such duties as may be from time to time |

Volunteer Advisory Committee Draft Approval

Governance Committee Approval

Revised: June 3, 2015