



# Muir Lake Community League

## Policies & Job Descriptions

MLCL Executive Officer

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| Position Title | Treasurer |
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### Position Description:

- As a member of the Board, an executive officer is the trustee for the community and is responsible for the effective governance of the Organization. An officer is expected to be fully informed on organization matters and to participate in the Boards deliberation and decisions in matters of policy, finance, programs, personnel and advocacy. This position reports to the Board of Directors.
- The Treasurer will maintain all financial records such as bank accounts that the Society may possess.

### Specific Position Duties

- 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.
- All major purchases exceeding \$500.00 must be discussed and approved at an executive meeting. All major projects exceeding \$2500.00 should be discussed and approved at an executive meeting based on at least 2 quotes when possible.
- Routine purchases under \$1000.00 for maintenance, cleaning supplies etc. need to be paid for with a community cheque, or put-on account where possible. All other purchases should be made with a community league cheque; if this is not possible, only submitted receipts will be reimbursed.
- Four donations for \$250 each will be given to four charities yearly from the bingo fund. These charities will be chosen by the executive at the February executive meeting. An additional donation of \$250 will be given to the Muir Lake School for the DARE program yearly in December from the general account.
- **December Newsletter Update** – Donations to local charities



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### General Duties and Responsibilities:

- Approval of policy and other recommendations received by Board members or committee's;
- Review of the Bylaws and policy manual, and recommends to membership changes to the Bylaws;
- Review of the Boards structure, approval of changes thereto, and preparation of necessary Bylaw amendments;
- Participation in the development of Muir Lake Community League's annual plan and annual review;
- Approval of Muir Lake Community League's budget;
- Approval of the hiring and termination of contractors;
- Assisting in the development and maintenance of relations between Board, committees and contractors which will enhance the Muir Lake Community League's mission;
- Provide a written report for annual general meeting.

### Position Requirements/Working Conditions

- Commitment to work of the organization;
- Specific knowledge and skills in one or more of the areas of Board governance – policy, finance, programs, personnel and advocacy is an asset;
- Attendance at Board, committee and annual general meetings;
- Support of special and fundraising events;
- Evening and weekend participation may be required.

### Benefits to Volunteer

- All Board members receive hall rental privileges as per policy;
- Benefits while working events;
- Meeting other people in the community;
- Giving back and making a difference in the community;
- Help create a nourishing and inclusive environment for all community members;
- Teaching our kids/family about giving back;
- Be part of a team;
- Create new experiences and opportunities for the community;
- Use existing skill and knowledge to help others;
- Create a community legacy;
- Opportunities to further education and build resume

### Evaluation

- Provide a written report of activity for annual general meeting.