



Experts who speak professionally

Board Position: Treasurer

Purpose of Role:

The primary purpose of this role is to maintain accurate record keeping of all funds and transactions that flow through CAPS Vancouver accounts.

Major Activities:

- Compile monthly statements for presentation to the board.
- Prepare year end results for National and for presentation at AGM.
- Work with registration chair to ensure smooth procedures are developed for all transactions, including, registration at meetings, special events, product sales and the annual auction.
- Assist with balancing transactions at the end of each meeting.
- Work with National to ensure expected cash flows from Membership fees are received.

Desired Knowledge and Skills:

- National membership designation is a requirement
- Basic level of computer literacy including a working knowledge of Excel
- Good accounting skills
- Strong attention to detail