



Position Description

Position Title	Treasurer
Organization Name	London and area Association for Volunteer Administration
Name of Committee or Task Force	Executive
Start Date	June 2020
End Date	June 20
Hours and days required per month	6-8 hours
Reports to	President
Key responsibilities	<p>Provide sound financial management , record keeping, and reporting to the membership of LAVA.</p> <p>Attend monthly Executive meeting following monthly membership meeting. Attend yearly planning meeting and ad hoc meetings as they arise.</p> <p>Train and mentor incoming Treasurer</p>
Key Tasks	<p>Maintain accurate and up-to-date records of the financial aspects of the association</p> <p>Pay bills on behalf of the association in a timely fashion.</p> <p>Assist with facilitating the payment and depositing of membership, Annual Holiday Breakfast, A.G.M. and LAVA sponsored workshop or special events fees.</p> <p>Provide training and orientation for incoming Treasurer</p>
Role or project overview and purpose, and how it relates to the organization’s mission and strategic plan	<p>Protect the integrity of the association, the assets of the organization, and the financial foundation necessary to accomplish its mission. To advise the Executive on the availability of funds for special projects or initiatives developed to meet the needs of the membership through the achievement of its stated goals.</p>
Skills, experience and attributes	<p>Previous experience as Treasurer for a charity or community based organization. Book-keeping or budgeting experience. Attention to detail.</p>
Training	<p>Orientation and training from outgoing Treasurer</p>
Benefits for the Volunteer	<p>Opportunity to:</p> <ul style="list-style-type: none"> <li>- occupy a leadership position in a professional association</li> <li>- develop leadership and management skills in a context outside of regular employment</li> <li>- work with a great group of people</li> <li>- experience a sense of accomplishment while contributing to the development of a profession</li> </ul>

	<p>you care about</p> <ul style="list-style-type: none"> <li>-further develop budget experience</li> </ul>
Benefits for the Volunteer's employer	<p>Opportunity for employee to:</p> <ul style="list-style-type: none"> <li>-experience and develop their leadership potential.</li> <li>- stretch themselves through the challenge of volunteer management in a different context</li> <li>-recognition of staff as leader in local professional association making a viable contribution to our community</li> <li>- regular exposure to best practices and latest trends in volunteer management directly applicable to the improvement of the staff person's primary work environment</li> <li>-further develop budget experience</li> </ul>
Other requirements (Police check etc)	
President's Signature	
Volunteer Signature	
Date	
Date of PD review	