



Treasurer: Description of Position

The Treasurer is essential to the Logos Society board. As the Treasurer, you will keep all financial records in order and communicate on these financials to the Board.

The Treasurer is elected by Logos Members at the Annual General Meeting (AGM).

Time Commitment:

1. Attend the monthly Society meetings for the term of one year.
2. Monthly – bookkeeping, and a financial report for the monthly Society meetings.
3. Annually – prepare an annual budget and financial report, arrange for an audit, and file government reports.
4. Communicate with the Board online: email, google docs, etc.

Responsibilities:

1. Be familiar with the Edmonton Logos Society Bylaws & Handbook.
2. Perform all bookkeeping of the Society.
3. Prepare and present financial reports detailing Society income and disbursements at Board Meetings.
4. Prepare an annual budget, present it for approval to the Board at the September Board Meeting, then present the approved budget to the General Membership at the October AGM.
5. Arrange for and provide all necessary information to complete an audit each year by a duly qualified accountant, then present audited financial statements at General Membership Meetings.
6. Complete and file the Government of Alberta and Canada Revenue Agency reports.
7. Banking: receive money paid to the Society and deposit of the same in the bank account of the Society, within ten days of receipt of such funds. Also, issue cheques to pay for expenses.
8. Issue tax receipts for all membership fees and/or donations before the CRA deadline of February 28 of each year.
9. Act as a signing officer, along with President or Vice President and Secretary, for financial transactions, cheques and other official documents of the Society.



This is a perfect position for someone who loves a good spreadsheet. If you love being organized, have a knack for numbers, and want to use your math super-powers for the benefit of your child's school program, then you need this in your life.