



Victoria Tool Library Board of Directors

Role Description: Treasurer

June 12, 2018

The Treasurer will sit on the Board of Directors for the Victoria Tool Library Society (VicTL), taking charge of keeping the books and creating financial statements for the society. The effective start date will be immediate, and the treasurer will have the opportunity to be elected as a director at the next AGM, tentatively scheduled for November, 2018.

Ideal candidates will have the following qualities:

- Expertise in financial management. Bonus if the expertise is for nonprofit organizations
- Networking skills, and a natural affinity for building relationships with organizations and individuals on behalf of the VicTL
- Personal integrity, professional credibility, and a passionate understanding of, and commitment to, the goals and core values of the VicTL

Specific duties include (but are not limited to):

- Maintenance of bank accounts, cash flow, and accurate documentation of all payments and transactions (signing checks, sending e-transfers, general bookkeeping, etc).
- Making deposits of any cash receipts at the bank. Sending reimbursements to board members and volunteers. Keeping receipts of all transactions.
- Bookkeeping of all transactions throughout the year using online bookkeeping software.
- Providing an annual budget to the board for review and approval.
- Maintaining sound financial policies and procedures, and ensuring board review and approval.
- Regularly informing the board of key financial events and trends, comparison of actual performance against budget projections, and timely completion of required financial reporting (financial statements, audit reports, etc).
- Assistance in formalizing the Tool Library's financial management processes.
- Serving on committees with other board members and volunteers, and actively contributing to the completion of board resolutions.
- Attendance at board meetings.

- Positively representing the VicTL to the local community.

The Victoria Tool Library has already implemented a sturdy financial management process, and has already undergone two years of financial operations. Hence, tasks like budgeting and ongoing bookkeeping are made easier as there are processes in place to follow. It is hoped that the incoming treasurer can assist in formalizing and noting these processes to make the role ever more streamlined.

Time Commitment:

~2 hours per week: Bookkeeping, sending reimbursements, and making bank deposits.
+ 1/2 hrs per week: Additional volunteering at the Tool Library (optional).
+ 1 hr per month: Attendance at board meetings, preparing financial updates/reports.

Application Process:

Please send a CV/resume and your expression of interest to info@victoriatoollibrary.org

Thank you for your interest,

Victoria Tool Library Board of Directors