



Manotick Village Community Association (MVCA)

Position: Treasurer

Reports to: President & Board of MVCA

Job Overview: The Treasurer shall have the custody of the funds and securities of the Association and shall keep full and accurate accounts of all assets, liabilities, receipts, and disbursements of the Association in the books belonging to the Association.

Term: Two years

Qualifications: Resident of Manotick, Member in good standing of the Manotick Village & Community Association, each Director shall be 18 or more years of age

Appointment: Election by the membership at the AGM

Responsibilities and Duties:

- Attend monthly MVCA Board meetings, AGM and other functions as required.
- Keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Association in the books belonging to the Association.
- Deposit all monies, securities and other valuable effects in the name and to the credit of the Association in such chartered bank or trust company or in the case of securities, in such registered dealer in securities as may be designated by the Board of Directors from time to time.
- Shall disburse the funds of the Association as may be directed by proper authority taking proper vouchers for such disbursements.
- Render to the President and Directors at the regular meeting of the Board of Directors, or whenever they may require it, an accounting of all the transactions and a statement of the financial position, of the Association. He/she shall also perform such other duties as may from time to time be directed by the Board of Directors.
- Signing authority for the Association will be vested in the Treasurer with a co-signature required from designated additional Officers of the Association.