

Board of Directors Job Description

Position: Treasurer

Authority and Responsibility

The Board of Directors is the legal authority for Hope Awaits Ministries. As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

Requirements:

- Acknowledges Jesus Christ as their personal Lord and Saviour, and is actively cultivating their personal relationship with Him
- Commitment to the work of God through the organization
- Attendance at monthly Board meetings
- Support of special events
- Support of, and participation in, fundraising events
- Financial support of Hope Awaits Ministries

Term:

Directors serve for a three-year term. Directors may be released at the end of the elected term, by resigning, or according to Hope Awaits Ministries bylaws.

General Duties:

A Director is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.

The Treasurer must:

1. Give regular reports to the Board on the financial state of Hope Awaits Ministries
2. Ensure that Hope Awaits Ministries complies with all legislation covering taxation and withholding payments
3. Keep accurate financial records; prepare and distribute tax receipts
 - a. Work with the Executive Director to input revenues and expenditures into the financial statements
 - b. Keep accurate and detailed records of all individuals who have donated to Hope Awaits Ministries throughout the year



- c. Keep detailed records of all monthly donors
4. Ensure that sound bookkeeping and accounting procedures are followed (by both the Treasurer and the Executive Director)
5. Act as one of the signing officers for cheques and other documents, such as contracts and grant applications
6. Responsible to oversee the financial functioning of the organization and provide reports for the Board
7. Make sure all necessary financial reports are filed
8. Submit semi-annual GST and PST Rebates
9. Work with the Secretary to file the annual return
10. Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and senior staff
11. Ensure that the mission, objective, and actions of Hope Awaits Ministries are in line with the word of God
12. Review the bylaws and policy manual, and recommend bylaw changes to the membership
13. Review the Board's structure, approve changes, and prepare necessary bylaw amendments
14. Participate in the development of Hope Awaits Ministries organizational planning and annual review
15. Approve Hope Awaits Ministries budget
16. Approve the hiring and release of the executive director, including the executive director's employment contract
17. Support and participate in evaluating the executive director
18. Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance Hope Awaits Ministries mission

Evaluation

A Director's performance is evaluated annually based on the performance of assigned Board requirements and duties.

Review Date and Approval Date

This board member job description is reviewed on an annual basis by the Chair of the Board of Directors. Recommended changes are presented to the Board of Directors.

Approval Date: _____

Review Date: _____