



## **Waldorf Education Society of Edmonton**

### **Job Description – Treasurer**

#### **Term:**

Two years, elected at the Annual General Meeting. A Treasurer may be appointed and serve until the next AGM when the position shall be up for election.

#### **Accountability:**

The Treasurer is accountable to the Board of Directors or Members as specified in the bylaws. The Treasurer may delegate specific duties to committees or staff as appropriate; however, accountability remains with the Treasurer.

#### **Responsibilities:**

In addition to the duties carried out as a Board Member, the Treasurer is responsible for the management of the finances of the Waldorf Education Society of Edmonton. He/she ensure that WESE is in compliance with government regulations, funders requirements and board policy.

#### **Duties:**

##### **Budgeting**

- The Treasurer, in consultation with staff and board members shall develop and present the annual budget to the board for approval.

##### **Financial Management**

- The Treasurer establishes and maintains the WESE chart of accounts and makes updates as required to meet the reporting needs of the society's stakeholders
- The Treasurer is responsible for overseeing and managing the cashflow of the society and ensures that there are sufficient financial instruments in place to meet the requirements of the school operations
- The Treasurer is responsible for establishing and maintaining relationships with financial institutions with regards to banking services, investment services, and capital and operating debt as required
- The Treasurer maintains a fiduciary responsibility for the management of the financial resources of the society's operating and capital funds as set out by the bylaws of the society and the laws of the Province of Alberta

##### **Financial Reporting**

- The Treasurer ensures that appropriate financial reports are made available to the Board on a timely basis: o Monthly statement of financial position, statement of activity and statement of cashflow
- Adhoc reporting on specific Board Committee functional expenses (fundraising, tuck shop, field trip budgets, overhead, etc.)
- Annual internal financial statements for approval before submission to the auditor
- The Treasurer is responsible for overseeing the annual auditing process including:
- Recommending the appointment of an auditor to the membership at the AGM.
- Overseeing the audit process including liaising with the auditor and preparing and delivering appropriate documentation as and when requested.
- Presenting the Audited statements at Review the annual audit and answer board members' questions about the audit
- Evaluating the auditor.

##### **Board Committees**

- The Treasurer serves as the chair of the finance committee
- The Treasurer serves as a member of the site development committee

- The Treasurer manages, with the finance committee, the board's review and motions related to the society's financial responsibilities

### **Board-Staff Relations**

- The Treasurer hires and evaluates the controller
- The Treasurer acts as primary liaison between the Board and the office staff with regards to financial management and bookkeeping
- The Treasurer meets periodically with the controller
- The Treasurer ensures that periodic performance reviews of the controller are conducted;

### **Signing Officer**

The Treasurer is designated by the bylaws as one of the signing officers for certain documents. In this capacity, the Treasurer may be authorized or required to sign or countersign cheques, correspondence, applications, reports, contracts or other documents on behalf of organization.

### **Board Policy**

- The Treasurer develops and evaluates Board financial policies and procedures.
- The Treasurer ensures that the board review of financial policies and procedures is completed on a regular basis

### **Qualifications**

- The Treasurer develops and evaluates Board financial policies and procedures.
- The Treasurer ensures that the board review of financial policies and procedures is completed on a regular basis
- The Treasurer will have at least 3 years' experience in the administration and control of an organization with revenues over \$1M per year
- The Treasurer will have experience working in accounting systems, preferably Quickbooks
- The Treasurer will have a working knowledge of financial reporting and statements
- The Treasurer will have an accounting designation or business administration degree
- The Treasurer will not be disqualified from serving on a board of directors in the province of Alberta
- The Treasurer will be subject to a criminal record check

### **WESE Board Roles and Responsibilities:**

**Leadership** - a leader within the WISE community, members of the WESE Board will be a model of professionalism, and work to promote the vision, mission and values established by the Board and Faculty.

**Vision** - Members of the board are tasked with envisioning the strategic 'big picture', ensuring the growth and sustainability of the school.

**Integrity** - WESE Board members must have a genuine interest in the impulse of Waldorf Education, and have a strong commitment to the success of the school.

Responsibility- The dual role of parents and board members must be acknowledged and held in the light. WESE Board members will hold their responsibility to the school above personal preferences and biases.

Service - Board members shall not receive remuneration for their contributions and work; choosing in freedom to serve, collaborate and build.

Accountability - The WESE Board of Directors is accountable to our students to provide for their educational, emotional and physical needs while providing the highest calibre Waldorf Education. We are accountable to our employees to be fair and transparent. We are accountable to our regulating bodies to fulfill our obligations to the best of our abilities. We are accountable to the WESE Board to strive for positive and effective governance and communication, to be present for board meetings and email discussions, to contribute to Board work in a meaningful and constructive fashion and to fulfill the tasks we have agreed to.

Resilience - There will be many changes ahead, challenges to overcome, and emergencies to manage. Through these changes Board members must set a tone of grounded optimism, integrity and resilience.

As leaders in the school we must shine in our actions and deeds.

Confidentiality - WESE board members will sign a confidentiality agreement annually. Ensuring the privacy of the personal details of both the WISE staff and all WISE families is a sacred trust.