



4-H Association Treasurer Sample Position Description

Requirements

- Must be a Volunteer in Good Standing with 4-H Ontario
- Must have regular access to internet or capabilities for joining virtual 4-H Association Treasurers meetings
- Awareness of 4-H Ontario Policies
- Must be an appointed or elected member of the local Association Board of Directors
- Experience in maintaining financial records; background in bookkeeping or accounting is an asset
- Ability to communicate effectively to the Association membership, the Executive Committee and the Ontario 4-H Council.

Responsibilities (Note 4-H Associations may wish to include additional responsibilities to this role)

- To manage, with the other members of the Executive Committee, the day to day operations of the Association;
- To ensure a proper image of the Association;
- To participate on the 4-H Association Executive as required;
- To strive, with the other members of the Executive Committee, to ensure that programs are developed and implemented to fulfill the mandate of the 4-H Association according to the Association bylaws/constitution and Ontario 4-H Council policies;
- To maintain accurate records (current and historical) on the finances of the 4-H Association;
- To present up to date and current financial reports at local 4-H Association meetings;
- To make deposits on behalf of the Association;
- To prepare and forward cheques as approved by the Board of Directors/Executive.
- To have the 4-H Association finances reviewed by a third party prior to the 4-H Association Annual General Meeting (AGM)
- Present reviewed 4-H Association finances at the Association AGM
- Submit your Associations year-end financial statements to the 4-H Ontario office as per 4-H Ontario Policy B-B0-19.