

**Position:** Treasurer - Arts Awards Program

<b>Staff Liaison:</b>	Joy Kramer	519-747-8537
<b>Volunteer Services Contact:</b>	James Nye	
<b>Website:</b>	www.kwartsawards.ca	

**Objective:**

- Provide support services to a highly-regarded community arts recognition program.
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**Responsibilities:**

- Prepare an annual budget for the program, subject to approval by the committee.
- Enter all financial transactions into Quickbooks financial tracking system.
- Manage deposits and payment of expenses.
- Review bank statements.
- Ensure that all records are complete and accurate
- Send out invoices to sponsors and collect sponsor revenues.
- Handle cash and arrange for float at Arts Awards events.
- Prepare reports and provide information to the committee
- Attend and vote at committee meetings as needed.
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**Place: TBA**

- Meetings are arranged by the committee.
- Volunteer will also work at home.
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**Time Commitment:**

- year-round position with a fairly even time commitment (75 hours/year approximately – 4-6 hours/month)
- work load moderately increases closer to two Arts Awards events in the spring.
- attendance at most meetings (once monthly, 3 hours approx., evenings) is preferred, but not required.
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**Qualifications:**

- Understanding of financial transactions and budgets
- Attention to detail
- Responsible, organized team-player
- Computer and email skills preferred
- Experience in financial services is preferred
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**Benefits:**

- Satisfaction of providing a valuable service, by helping this important community program to operate successfully
- Enjoy the genial company of other volunteers
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**Screening Requirements:**

- Satisfactory interview
- Satisfactory reference check
- Satisfactory Police Check

**Additional Information:**

- use of personal computer, printer, and email is preferable