



Librarians Without Borders
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Volunteer Job Title: Treasurer

Job Description (Article 10.2 of Bylaws):

The Treasurer shall have the custody of the funds and securities of the corporation and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the corporation in the books belonging to the corporation and shall deposit monies, securities and other valuable effects in the name and to the credit of the corporation in such chartered bank of 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. He or she shall disburse the funds of the corporation as may be directed by proper authority taking proper vouchers for such disbursements, and shall render to the 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 corporation. He or she shall also perform such other duties as may from time to time be directed by the board of directors.

Primary Responsibilities:

- attend LWB Executive Officer meetings (in-person or via teleconference)
- manage the assets of LWB in accordance with the by-laws and good practice
- maintain a bookkeeping system; ensure that regular and accurate bank reconciliations take place
- prepare and send financial reports to the board monthly or upon request
- develop and review financial policies
- review and authorize with Co-Executive Directors all expenditures
- ensure timely reimbursement of funds for approved expenditures
- locate and recommend annual auditor; submit all financial records to auditor for review
- receive all donations, keep track of donors, and send thank-you letters
- prepare annual financial report and present the audited accounts at the Annual General Meeting
- prepare and monitor budgets for specific projects and fundraising, with assistance of Executive team
- assist in preparing and coordinating the Annual General Meeting (AGM)
- manage LWB Treasurer's e-mail correspondence
- propose and implement policies and practices

- support the work of the Executive team in other areas when required

Qualifications:

- must be an LWB member living in Ontario (Canada) and be passionate about our work
- ability to attend weekly meetings scheduled in Eastern Standard Time
- commitment to the organization and a willingness to devote the necessary time and effort
- ability to work effectively as a team member
- access to a computer and high-speed Internet connection
- experience using spreadsheets
- financial management or bookkeeping experience / solid understanding of money management is an asset
- attention to detail and an ability to keep accurate records

Time Commitment:

- the Treasurer is expected to commit, on average, 2-3 hours per week to LWB work
- This is a one-year term, commencing the day of election at the AGM

Benefits:

- voting member of the LWB Executive team
- gain/exercise experience with operating and managing an incorporated, non-profit organization
- play a key role in developing the organization and further defining the role of Secretary
- the opportunity to make a significant impact upon the organization

To Apply:

- **Send a brief statement of interest including your qualifications (max 150 words) to exec@lwb-online.org before September 26, 2008**
- *Note:* Candidate summaries will be disseminated to the membership in the AGM package prior to the AGM and Executive Officers will be voted into office by LWB members who attend the AGM and those who have voted by proxy

Thank you for considering the donation of your time and effort in helping LWB grow to its fullest potential!