

GREEN PARTY OF NOVA SCOTIA



Volunteer Role Description

Job title: Treasurer

Division/Department: Executive Position, Officer Position

Essential Duties and Responsibilities:

The Treasurer is a member of the executive that works in conjunction with the Official Agent regarding party financials. They will keep updated records as well as an audit trail for all transactions. They are responsible for GPNS financial administration and financial reporting. They will advise the Executive on financial strategy and fundraising.

- Recording and receipt of ALL contributions to the GPNS – working alongside the Official Agent.
- Protecting the organization against fraud and theft
- Ensuring the safe custody of money, cheques and prompt banking
- Ensuring the Executive understands its financial obligations
- Advising on budget preparation
- Bookkeeping and preparing financial reports.
- Preparing and filing an audited report of contributions and expenses by the party during the election
- Acting in the interests of the Party as a whole rather than individual or regional ideals

Education and/or Work Experience Requirements:

- Familiar with the Elections Act, the Income Tax Act, applicable privacy laws, and the Members and Public Employees Disclosure Act
- Excellent verbal and written communication skills, including ability to effectively communicate with party members and convey financial information clearly
- Excellent computer proficiency (MS Office – Word, Excel, Email, PowerPoint)
- Experience with finances and accounting software
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude
- High school diploma or GED required
- A party member in good standing

Other Requirements:

- Must be able to communicate effectively by telephone and/or on-line and/or in person
- Friendly and cordial.
- Excellent organization skills
- Visualize larger party goals

Application Process:

Any Officer position elected by the Executive that is vacant must be filled by election of an eligible member from the Executive or appointment of a member with the necessary qualification from members offering for the position in response to its availability having been announced to all members.

To formally declare intent to run for the Treasurer position, candidates shall submit an application to the party executive, including a letter stating reasons for seeking the position (maximum 250 words) and a current resume or CV. Applications may be sent to gpns@greenpartyns.ca.