



जोडी मराठी मनं

CALGARY MARATHI ASSOCIATION

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Job Description – Treasurer (TR)

Job Title	Treasurer (TR)
Work Location	Calgary
Reports to	President (PR)
<input type="checkbox"/> Full-time	<input type="checkbox"/> Paid
<input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Volunteering/Not Paid

Job description summary

Elected by the voting members per the election process, the TR will report to the PR, support during the current operational year keeping the success and welfare of CMA as their top priority without any personal gains and / or to further their business interests, if any.

The TR will be the primary custodian of the Association's financial management, book keeping and provide good governance with a sound plan (budgeting) and tracking expenditures with close monitoring and adherence to the plan with timely reporting to PR and seeking guidance from the Board as required.

Essential duties and responsibilities

- Refer to CMA Bylaws and Amendments as registered with Alberta Registry.

Following details enhance / provide additional information about the role:

- Seek guidance and direction from the PR with respect to the operational plans and execution of plans, events and programs for the current year and establish annual budget of CMA within 2-4 weeks of taking over the role from the outgoing CMA committee of the previous year – preferably by mid-January of the current year.
- Present the budget to the EC and the Board and obtain approval at least a week in advance of the first event of the current year (or the need to commit any expenditures for the current year).
- Review financial statements of the previous year and / or assist as required, the TR of the previous year in closing of books for the previous year in preparation for audit and submission of audited financials (Tax Returns) through the Board to Alberta Registry latest by end February of the current year.
- Assist the EC and DSE with avenues to generate revenue via donation drive, find sponsors, negotiate sponsorship / advertisement packages, find ways to reduce costs in consultation with PR and thus ensure that expenditures for any event, program are covered by appropriate revenues.
- Present to the Board or their nominated internal auditor for the current year, un-audited financial report (statement) within a month of conclusion of each major event / program during the current year to ensure that the book keeping is in order and facilitate smooth reconciliation and transition at the end of the current year prior to handing over the TR charge to the incoming TR for the following year.

- Establish banking access jointly with VP or PR (at least one more signatory with TR).
- Ensure periodic payments (monthly, quarterly, annual etc.) as may be set up for ease of operation are identified, known and tracked (e.g. PayPal, bank charges, website etc.)
- Make sundry payments but ensure that no payment beyond a set limit (as may be decided and agreed upon by the EC with notification to the Board for the current year) is made by TR unless a written approval (at the very least via email for any justified EXCEPTION) is received from the PR (with notification to the Board). Any such payment shall be regularized with a formal approval during an EC meeting (with 75% quorum) within 2-weeks following such payment.
- Insist on receiving a receipt for any expenditure in excess of one Canadian Dollar and maintain receipts and such supporting backups for audit purposes.
- Coordinate with PYL and ensure that the Paalavi Youth group is supported well in the management of finances (budget and expenditures) throughout the current year.
- Coordinate and make budget provisions for Marathi Shala per the plans submitted by PMS including expenditures for the current year.
- Coordinate with BMM through DBMMC and ensure that CMA's membership with BMM is current and annual dues are paid off in a timely manner and CMA's voting rights during the biannual convention are maintained with other membership benefits.
- Coordinate with SSL and make budget provisions for Samadhan Seniors and management of expenditures for the current year.
- Coordinate with DTL and make provisions for storage / repairs / maintenance of Dhol Tasha / purchase of new equipment and management of expenditures during the current year.
- Issue official receipts for income tax purposes for any donations received by CMA during the current year.
- Manage front desk during all events, record all collections and assimilate with other transactions via PayPal, e-transfer, cheques etc.
- For any communication from / to the EC, implement the use of the email - info@cmacalgary.ca; PR to control other CMA email accounts and optimize once the need is fulfilled.
- In case there is any misalignment, disagreement, conflict between the TR, PR and / or the EC / EC-SC or others, the Board will step in to find amicable resolution.

Tenure

The EC core constitutes of four officer positions – President, Vice-President, Secretary and Treasurer. Three of the four constitute the quorum and any two positions can be held by one person (should the fourth position not be filled / be unavailable). The sub-committees (EC-SC) for specific roles are elected / appointed to support the EC during their current operational year.

Due to the nature of CMA activities and involvement with the local community, should the person be willing to continue, it is preferred that the TR continues for two continuous years following the election or appointment process prescribed in the Bylaws.

At present the Bylaws permit the officers of the Association (EC) to hold office for one year from the date of appointment or election or until their successors are elected or appointed in their stead.

Qualification

- Excellent organization, people and time management skills with planning experience, accounting and finance knowledge will be an asset.
- Have good understanding of short term and long term investments.
- Be of Bharatiya Hindu heritage and fluent in Marathi and Hindi.
- Be committed to the welfare of CMA community.
- Be able to bring about positive changes in the community.
- Excellent written as well as oral communication skills (especially in English), be good at keeping records in order and transfer / turnover of documentation.
- Good listening and problem-solving skills.

General Acronyms & Definitions

- Current year – One year of active operation that commences at the closure of the tenure of the previous year
- Following year – Year of operation that succeeds the current active year of operation
- Previous year – Year of operation that precedes the current active year of operation

- CMA – Calgary Marathi Association.
- BMM – Bruhan Maharashtra Mandal
- Marathi Shala – CMA initiative of school for learning Marathi as foreign language
- Paalavi – CMA initiative for youth group
- Samadhan – CMA initiative for Seniors group
- AGM – Annual General Meeting
- SGM – Special General Meeting

- Board – Board of Trustees
- Board Chair – Chairperson, Board of Trustees

- EC – Executive Committee
- PR – President
- VP – Vice President
- SC – Secretary
- TR – Treasurer

- PMS – Principal - Marathi Shala
- DSE – Director - Special Events.
- IA – Internal Auditor
- DBMMC – Director, Bruhan Maharashtra Mandal Coordination.

- EC-SC – Executive Committee – Sub-Committee
- AL – Annapurna Lead

- LC – Cultural Lead
- DTL – Dhol Tasha Lead
- NCL – Newcomers Lead
- PYL – Paalavi Youth Lead
- SL – Sports Lead
- SSL – Samadhan Seniors Lead
- WSL – Website and Social Media Lead

- AGLC – Alberta Gaming & Liquor Commission

