

Position Title	<i>Treasurer, AMHP Board</i>
Reports to	<i>President, AMHP Board</i>

Position Purpose

The Treasurer is a volunteer position with the responsibility of regulating AMHP's financial plan and accounts. The Treasurer shall report on the financial condition of AMHP at monthly board meetings, develop annual budget and perform all other duties required by the Board of Directors.

Duties and Responsibilities

The Treasurer will perform duties, such as, but not limited to (including any other duties assigned by the Board and responsibilities outlined in AMHP's bylaws):

- Develop an annual income and expenditure budget
- Oversee financial management involving planning, budgeting and reporting
- Compile and present regular reports on AMHP's financial position to the Board of Directors. This report must always include an explanation for any discrepancies between the budget and current expenditure
- Track year-to-date income and revenues on a continuous basis, reports variances and alerts the Board of potential problems
- Serve on the Finance & Fundraising Committee
- Aid in preparation for proposals for sponsorships and grants
- Oversee the development and implementation of financial policies and procedures
- Aid in the planning of special fundraising events

Time Commitment

- This position will require approximately 12-15 hours per month.
- Attend all Board meetings on a monthly basis, or as required. Board members are expected to attend at least 75% of all regularly scheduled meetings.

Qualifications

- A minimum of a Bachelor's degree and 3 to 5 years of finance/accounting/fundraising experience.
- A background in non-profit finance, accounting or fundraising is an asset.
- Knowledge of the following is an asset: fundraising management, special events planning and management; management of volunteer resources; grant writing; ethical fundraising and financial accountability codes, as appropriate.