

'FEDERATION OF CANADIAN ARTISTS'

CENTRAL OKANAGAN CHAPTER - EXECUTIVE & BOARD OF DIRECTORS

1. OFFICIAL TITLE: TREASURER

A. OFFICIAL ROLE:

B. Voting Rights (circle one): **Yes**

Executive Committee Member

C. List of Your Official Duties & Day to Day Responsibilities

a. A list of tasks you are doing at each monthly meeting:

- 1) Filing annual report and change of directors annually on <https://www.bcregistry.ca/societies>
 - 2) Reconciliation of each month's transactions with the bank balances so that the yearend. (This way it can be done quickly and simply.)
 - 3) Report at each meeting the incoming and outgoing money and bank balance
 - 4) Insurance renewal
 - 5) Picking up mail
 - 6) Deposits of cheques and cash
 - 7) Writing Cheques and receiving expense reports
 - 8) Pay the UPS Store for mailbox each year
 - 9) Cheque for Meeting Space Rental to be put in box at meeting
 - 10) Budgeting for each show and event
 - 11) Reconciliation of budget for each show and event
 - 12) Some fundraising involvement
 - 13) Supplying cash box
 - 14) Collect 50/50 cash and do paper work for raffle licence
 - 15) Order cheques and deposit books
 - 16) Refunds
-

D. Official FCA-COC Documents: *(Please list any paperwork that you have in your possession and/or any paperwork you are responsible for obtaining on behalf of the FCA-COC).*

- **Insurance Documents and renewals**
- **Filing Annual Report and change of directors annually on <https://www.bcregistry.ca/societies>**

E. Equipment/Supplies: *(Please list all FCA-COC purchased items presently in your possession, and explain how and when these items are used during the orchestration of your official role.)*

- **cheque books**
- **receipt books**
- **stamps**
- **mailbox key**

F. Sub-committee(s): *(Please provide a breakdown of how the FCA-COC Membership is involved in order to help you complete your role.)*

G. A Yearly Overview of all Events you are responsible for overseeing:
(Please include types of participants; 'ball-park' budget for each event; event location, times; dates; timelines for tasks leading up to each event.)

H. Any Future Goals/Recommendations you may have regarding this role.