**Ver. 2 Branch Treasurer – Role Description**

 **Title:** Branch (*insert)* Treasurer

1. **Locations** – from home, at Branch meetings.
2. **Purpose of the Position** – Track all funds received and expenditures made by the Branch in a format acceptable to the BCGREA Provincial Treasurer and Finance Committee. This is a required position for any branch executive
3. **Responsibilities and Duties:**
	1. Each January, coordinate with the Membership Chair to ensure that renewal reminders are prepared and sent out to cash pay members and follow up as necessary.
	2. Receive the dues of members not on payroll deduction, donations, and any other monies payable to the Branch, and issue receipts. Forward dues payment information for recording in the Central Membership Database. Note: May work very closely with the Branch Membership Chair in this process.
	3. Deposit the dues payments in the Branch bank account and remit the dues to the BCGREA Provincial Treasurer upon receipt.
	4. Prepares a budget for approval by the branch executive and for submission to the Association Treasurer.
	5. Keep an accurate account of receipts and disbursements, showing the balance at any time required by the Executive.
	6. Deposit in a chartered bank or a credit union in the (insert APPROPRIATE) area, to the credit of the Branch, any sums of money exceeding one hundred dollars ($100.00) remaining in his/her possession.
	7. Serve as a Signing Officer on Branch accounts.
	8. Be the custodian of all Branch funds.
	9. If required, collect the money for Branch luncheon meetings from members and pay the costs to the venue.
	10. Approve funds for door prizes, draws and meal subsidies, if appropriate.
	11. Review and pay expenses of Branch Executive when submitted and pay the out-of-town travel for members attending Branch meetings (in accordance with Branch policies).
	12. Prepare and submit the annual financial report to the BCGREA Provincial Treasurer as soon as possible after the December 31fiscal year end.
	**Note:** Detailed instructions and formats for this report provided annually by the Provincial Treasurer.
	13. Assist the Branch Examining Committee with their review of the annual financial records.
	14. Assists other Executive positions when needed.
	15. Maintain a record of the position and pass on to position successor.
4. **Requirements for success**
	1. Access to a computer, internet connection and computer literacy skills including use of emails and preferably experience working with spreadsheet programs such as Excel or accounting software.
	2. Previous related experience is preferred.
5. **Commitment Expected**
	1. Attend Provincial Treasurer, Branch and executive meetings as appropriate in person or by Zoom.