

Lambeth Art Association
Job Descriptions for Executive and Convenor Positions

5. Title: Treasurer

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General Description of Position:

- Has charge of all records for the financial business of the LAA and keeps accurate records using generally accepted accounting practices;
- Has custody of the LAA funds at a financial institution selected by the LAA;
- Pays all accounts on behalf of the LAA as authorized by the Executive Committee;
- Maintains a record of LAA assets and who may be holding them on behalf of the LAA;
- Updates the members during General Members' Meetings with current financial statements;
- Arranges for payment methods for the annual art show and reviews the show sale results;
- Receives budget proposals from Convenors and prepare an annual operational budget proposal for executive approval and membership ratification;
- Provides, at each general meeting, members with an update on the club's cash position and monies received and disbursed since the previous meeting;
- Presents an annual financial statement showing all monies received and disbursed during the year, at the September meeting;
- Makes available the financial records and financial statements to another member of the LAA as determined by the Executive Committee for an annual review.

Skills Required (technical or otherwise): Proficient with Excel

Approximate Amount of Time Required (daily, weekly, monthly, annually?): Two hours per week exclusive of meeting time. Additional hours in September and May for membership fees and annual Show and Sale transactions.

Can this job be shared/shadowed? Yes.

Comments, Suggestions and Helpful Hints: Payments exceeding \$1,000.00 must be co-signed by an approved member of the Executive such as the President. The financial institution should be informed in advance.