

CWL Treasurer

➤ Overview

The position of Treasurer is a function of the Parish Council Executive with specific responsibilities for the financial control of the council to meet the day-to-day operations of the parish council.

➤ Activities/Responsibilities

- *Maintain financial records of the council;*
 - Maintain an account book, receipt book, cheque book and a deposit book
 - Keep books updated, listing and itemizing each transaction.
 - Retain cancelled cheques and receipts.
 - Balance the account book to the bank statement monthly.
 - Keep cheques/statements of receipt and disbursement books on file for five years.
- *Receive all League membership monies;*
 - Ensure per capita fees are remitted to national office by May 31st of each year.
 - Collect and remit to diocesan council or national office all donations made to the national voluntary funds (*National Manual of Policy and Procedure*, Section 700)
 - Ensure members approve all fundraising activities.
- *Pay all accounts as authorized;*
 - Always pay by cheque.
 - Always ensure there is a receipt to cover petty cash money used.
 - Ensure two signatures are on every cheque.
- Be a signing officer for official documents, arranging for three signing authorities (president/treasurer/and one other).
- *Annual Budget;*
 - Draft a budget at the beginning of each fiscal year for approval at a meeting (*National Manual of Policy and Procedure*, Section 400 budget)
 - Monitor revenue and expenditures in comparison to the budget and report on same at meetings.
- Have financial records audited or examined annually.
- Each executive member should file with the recording secretary a copy of her monthly and annual report.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

➤ **Skills, Experience, and Qualifications**

- Is a fully initiated member of the Catholic Church in good standing.
- Must be at least 16 years of age or older.
- Is familiar with the Catholic Women's League of Canada Mission Statement and objectives as outlined in the CWL of Canada Executive Handbook.
- Is considered to be a person with good reputation within the parish community.
- Requires a reasonable standard of education, including knowledge of bookkeeping and banking procedures.
- Has good organizational skills.
- Previous experience in bookkeeping and/or accounting would be preferable.

➤ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Is honest and trustworthy and enthusiastic.
- Is able to communicate well with others and has good leadership skills.
- Has the ability to work independently or as part of a team.

➤ **Orientation and Training**

Standard Parish orientation program and training provided by past Treasurer of the Council and the Treasurer of the Archdiocesan Council.

➤ **Participant Group**

CWL members at the parish and the national League.

➤ **Support, Supervision, and Evaluation**

The President and past Treasurer the first level of support, supervision and evaluation.

➤ **Length of Ministry Appointment**

Two year term.

➤ **Benefits and Working Conditions**

Will further develop financial management skills.

This is a volunteer position requiring a time commitment of ___ hours per week/___ hours per month.

Must be able to attend the orientation session and training sessions as required.

➤ **Screening Recommendations**

This is a High risk position.

Completion of a Volunteer Information Form is required.

An interview and personal reference checks are required.

A Criminal Record Check is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

Participant Follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of CWL Treasurer

currently practiced at _____.
(Parish Name)

Parish Volunteer Screening Committee

Pastor

Date

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