

**OTTAWA ANGLICAN CURSILLO MOVEMENT SECRETARIAT  
JOB DESCRIPTION: TREASURER**

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**FUNCTION**

*The Treasurer offers all financial services and support to the Ottawa Anglican Movement by providing good stewardship. This is a two-year elected position, which may be extended for an additional time-period upon agreement with the incumbent.*

**GENERAL**

- Upholds the aims and purposes of Cursillo and the authentic three-day weekend.
- Uses the Christian approach in searching for solutions and presenting recommendations for change or improvement.
- Supports and encourages the efforts of all Cursillistas who serve the movement by any means.

**RESPONSIBILITIES AND DUTIES**

1. Attends all Secretariat meetings and annual Secretariat meetings with the Bishop.
2. Attends the Annual General Meeting
3. Maintains all financial records accurately for the Movement as follows:
  - Keeps all financial records
  - Establishes maintains and balances various accounts, deposits, investments and credit arrangements
  - Arranges for payment of all expenses related to each Cursillo weekend and other OACM associated expenses
  - Prepares monthly trial balances of books and reconciles bank accounts
  - Produces monthly financial statements for Secretariat meetings
  - Calculates and prepares cheques as requested
  - Compiles budget data and documents based on estimated revenues and expenses and previous budgets, in consultation with members of Secretariat
  - Completes and submits all annual charitable tax receipts
  - Completes taxation forms and reports all charitable activities to the government on an annual basis
  - Attends the annual general meeting to present fiscal statement(s), proposed budget(s) and proves good stewardship

4. Screening Procedures

Follows the requirements of the OACM Screening Procedures.

**TIME COMMITMENT**

<b>Activity</b>	<b>Number of Hours</b>	<b>Frequency</b>	<b>Total Hours</b>
Set up bank account and IC as required and meet with person who will have signing authority	2	1 meeting	2
Prepare reports for monthly meetings	0.5	10 meetings	5
Attend all monthly Secretariat Meetings	3	10 meetings	30
Attend meetings with Bishop & Secretariat	1	1 meeting	1
Prepare documents for Annual General Meeting	2	1 meeting	2
Attend Annual General Meeting	2	1 meeting	2
Make monthly deposits of donations	1.5	10 months	15
Pay weekend expenses at convent	0.5	2 weekends	1
Record weekend donations	4	2 weekends	8
Make deposits of weekend donations	0.5	2 weekends	1
Make payments for expenses as required	0.5	10 months	5
Reconcile monthly bank statements	0.5	12 months	6
Submit annual tax forms to CCRA	6	1 occurrence	6
Produce and mail tax receipts	20	1 occurrence	20
Correspondence and follow up on action items (including e mails, lay rector questions, review minutes)	0.5	10 months	5
<b>Average hours per month:</b>		<b>9</b>	
<b>Total hours per year:</b>		<b>109</b>	
<b>Note: Travel time to attend meetings and functions are not considered in the above</b>			

<b>OPTIONAL ACTIVITIES</b>			
<b>Activity</b>	<b>Number of Hours</b>	<b>Frequency</b>	<b>Total Hours</b>
Attend monthly Ultreyas	1.5	12 occurrences	18
Attend DoDU	8	1 occurrence	8