



# Join Our Team!

<b>VOLUNTEER ROLE</b>	<b>BOARD MEMBER, TREASURER</b>
<b>REPORTS TO</b>	President, Board & Members of the LDAA

## Volunteer Responsibilities

- **All LDAA Board Members play and active role in the non-profit**
- Contribute & maintain the professional representation of the organization
- Volunteer your time & be part of a team that is making a difference in Alberta; fundraising, awareness projects; support
- Ability to volunteer alongside Board in planning & attending annual fundraiser
- Ability to volunteer at awareness events & attendance of at least two per year
- Ability to participate with ideas & planning for future LDAA goals
- Attend 4 Board Meetings per year (choice of WebEx or in person) & AGM (in person), and other special meetings as determined; Ability to participate with ideas & planning for future LDAA goals
- Self-directed work to keep records clear concise & organized
- **Financial transaction oversight** – Being knowledgeable about who has access to the organization’s funds, and any outstanding bills or debts owed, as well as developing systems for keeping cash flow manageable
- **Budgets** – Developing the annual budget as well as comparing the actual revenues and expenses incurred against the budget
- **Financial Policies** – Overseeing the development and observation of the organization's financial policies
- **Preparation of records** for annual audit and ensuring
- **Bank account maintenance** – Selecting a bank, signing checks, and investing excess funds wisely
- **Financial transaction oversight** to be knowledgeable about who has access to the organization’s funds, and any outstanding bills or debts owed, as well as developing cash flow systems to manage funds
- **Regularly inform the Board of key financial events**, trends, concerns, and assessment of fiscal health, providing required financial reporting forms for planned meetings
- Preparation of **transactions binder** for annual audit by external accountant in preparation for AGM & consistent upkeep of these transactions
- **Finance Committee** (if applicable) – Serving as Chair of the Finance Committee
- Utilize the **LDAA Treasurer’s email** account for communication as needed
- Monitor the **LDAA PayPal** account transferring funds for deposit as needed
- Utilize the **on-line banking** system to access account information for reporting

**Time Commitment:** Meetings (avg. 10 hrs./yr.)  
 Planning/working independently or in committee (min. 2 hrs.; will vary)  
 Volunteering at events (min. 6 hrs./yr.)  
 Maintenance of financial accounts (approx. 1 - 2 hrs./month; varied)  
 Financial handling of special events/fundraisers (will vary)

## Volunteer Qualifications

- ✓ Proven & demonstrated knowledge of recording financial transactions manually & balancing books (bookkeeping experience required)
- ✓ Microsoft Office (Intermediate Word & Excel)
- ✓ Organizational skills; detail-oriented
- ✓ Outstanding communication
- ✓ Ability to maintain confidentiality
- ✓ Team player but can do regular, self-directed work
- ✓ Ability to volunteer time and periodically attend bank branch as needed for transactions
- ✓ Passion for the cause & genuine concern for those affected by Lyme disease
- ✓ Computer skills; can work with Excel Spreadsheet and on-line banking tools

**Assets:** PowerPoint; fundraising experience (with record-keeping)

***All applications undergo a review with the Nominating Committee.***

*This is a volunteer role.*

***Please submit your interest and/or questions (with resume/CV if available) to President of the LYME DISEASE ASSOCIATION OF ALBERTA, Susan McInnis at [info@AlbertaLyme.org](mailto:info@AlbertaLyme.org)***

*Only qualified applicants will be contacted. Thank you for your interest!*

<b>Approved by:</b>	<i>Board of the LDAA</i>
<b>Date approved:</b>	<i>November 28, 2015</i>
<b>Reviewed:</b>	<i>Updated December 1, 2016</i>

