



**Roles and Responsibilities**

- Responsible for the overall management of finances of the Society and fiscal wellbeing and solvency of the AMBA.
- Respond to financial inquiries on behalf of the organization or directs inquiry to related VP or Director.
- Accountable for the preparation and overall management of annual operating budget and makes recommendations for adjustment to fees.
- Ensure a detailed account of revenues and expenditures is presented to the Board as requested and kept current.
- Ensure an audited statement of the financial position of the Association is prepared and presented for fiscal year end and also presented at the Annual General Meeting.
- Accountable for the preparation and timely delivery of all amounts owing of and to the Society including but not limited to cheques, registration payments and acts as signing officer on the account of the Society.
- Make sure all monies paid to the Society are deposited in a financial institution chosen by the Board and manages cash flow and bank account activity and reconciliation.
- Review and approve all AMBA financial reports and bank statements.
- Responsible for taking the lead as it relates to Board review of financial policies, procedures and making recommendations for continuous improvement and to deliver ongoing value to the members of the Society.
- Able to provide a clean Vulnerable Sector Check.
- Carry out other duties as assigned by the Board.
- Attend all meetings of the Committee and Board.

**Approximate time commitment: 15 - 20 hours per month**