



## ALBERTA MUSIC EDUCATION FOUNDATION VOLUNTEER TREASURER POSTING -Edmonton, AB

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The Alberta Music Education Foundation (AMEF) is a registered charity whose mission is to promote the advancement of music education in Alberta through participation and/or sponsorship. We are seeking an individual for our volunteer Board of Directors to fulfill the role of Treasurer.

Authority and Responsibilities: As a member of the Board, the Treasurer acts in a position of trust for the community and is responsible for the effective governance of the Foundation. The Treasurer is accountable to the Board of Directors. It is the responsibility of the Treasurer to:

- Oversee the financial functioning of the Foundation
- Ensure that accurate accounts are kept of Board receipts and disbursements for Board-related expenditures
- Speak to members (Board and general) regarding the budget in partnership with the Executive Director and Finance Committee
- Serve on the Executive Committee
- Chair the Financial Committee
- Prepare the annual financial statements and hold a financial review with AMEF members or oversee an independent audit from an outside accounting firm
- Volunteer at AMEF events
- Experience or interest in fund-development is a definite asset
- Preference is for an Edmonton area-based candidate, but not mandatory

Requirements:

- Professional expertise in finance and accounting; CPA designation is preferred
- Knowledge and experience working within the parameters of the Alberta Gaming, Lottery and Cannabis (AGLC)
- Knowledge of board governance and/or experience serving on a non-profit board is an asset
- Familiar with or a willingness to become familiar with and abide by the Government of Alberta Societies Act and the Government of Canada Charities Act
- A background and/or expertise in music education and/or performance is a definite asset but not required. Must be a supporter of the arts.
- All the requirements of Board membership

Term: The Treasurer is elected at the Annual General Meeting but may also be appointed by the board during the year and ratified at the next AGM. The Treasurer serves for a minimum of two years and a maximum of six years or until his/her successor is elected and installed.

General Duties:

- Ensure that regular reports are given to the Board on the financial state of the Foundation
- Chair the Financial Committee
- Prepare and monitor overall budget with Finance Committee
- Prepare program budgets with Program Chairperson, if necessary
- Ensures that all monetary and reporting requirements to Provincial and Federal governments are fulfilled as necessary

- Prepare the annual financial statements and conduct a financial review with members of AMEF, or oversee an independent audit from an outside accounting firm
- Together with Executive Director follow up on Financial Reporting checklists for approved Grants
- May act as signing officer for all documents, cheques, bills of exchange or other orders for the payment of money issued in the name of the Foundation with another signing Director or Executive Director
- Sign official documents of the Foundation as required
- Orient their successor
- Recruit members (general and Board) with Past President and Chair

Commitment:

- Attend monthly regularly scheduled meetings of the Board and the Annual General Meeting
- Volunteer at fundraising events (both at our casino is held every 18-24 months in Calgary and other events as needed)
- Attend special events whenever possible
- Undertake appropriate committee work
- Promote the interests of the Foundation
- A commitment of a two year term, eligible for extension of one year or renewal for another two-year term to a maximum of six years, in accordance with by-laws
- All Board members must hold an individual AMEF membership throughout the duration of their term

For more information or to apply, please contact AMEF's Executive Director, Crystal Krips at [info@amef.ca](mailto:info@amef.ca)