

GaLTT Treasurer Job Description

GaLTT Constitution and Bylaws

The Gabriola Land and Trails Trust (“GaLTT”) is a registered non-for-profit organization. The purpose of GaLTT is to protect and restore natural ecosystems on Gabriola and nearby islands, to help provide trail access and other opportunities for people to explore and connect with the natural environment, and to encourage responsible land and water stewardship practices.

The GaLTT Treasurer is an unpaid member of the volunteer Board of Directors. The GaLTT Treasurer must be a GaLTT member.

Under the GaLTT Constitution and Bylaws, Part 8 – Duty of Officers, section 5:

“The treasurer shall:

- (1) Keep the financial records, including books of account, necessary to comply with the Society Act; (2) Render financial statements to the Directors, members and others when required.”

The GaLTT Constitution and Bylaws, as well as operating policies, can be found at: [Governance - GaLTT](#) . GaLTT had disbursements of approximately \$60,000 in 2023. GaLTT’s revenues come from memberships, donations, and grants.

Duties and Responsibilities:

The duties of the GaLTT Treasurer are:

- Provide a financial report to the GaLTT membership at the Annual General Meeting, with support from the GaLTT bookkeeper;
- Present a quarterly financial report to the GaLTT Board of Directors, with support from the GaLTT bookkeeper;
- Provide support to the Board, Committee Chairs, and Program Coordinators in budget planning and management;
- Interact and coordinate financial matters with the GaLTT bookkeeper (currently a paid contractor).
- Organize and Chair the Finance Committee. The Finance Committee meets quarterly. The Finance Committee is composed of several GaLTT members with financial, investment, and legal expertise, as well as the current GaLTT President and Past-President.
- Participate in monthly GaLTT Board meetings, either in person or by zoom;

Desired Knowledge, Skills, Interests and Abilities:

- A passion for our natural environment and the benefit that we all derive from being able to enjoy the experience through trails and public shore accesses.
- Ability to analyze income and expense statements and balance sheets.
- Familiarity with excel spreadsheets and QuickBooks.
- Comfort with technology.
- Strong communication skills.

Expressions of Interest and questions may be addressed to the GaLTT President at: info@galitt.ca .