

CABINET TREASURER - Application and Annual Review Checklist

CABINET TREASURER – Application

This application must be submitted to the Nominations Chair and copied to the 1st Vice District Governor by
March 23rd, 2022

Application:

1. Name: _____ Name of Spouse/Partner: _____
2. Address: _____
3. Name of Lions Club: _____ Years in Lions: _____
4. Telephone: _____ Fax: _____ E-Mail: _____
5. Position held in *Lionism*; Pres___ Sec___ Treasurer___ Zone Chair___ Reg Ch___ VD
Gov___ District Governor___ Council Chair___ Council Sec-Treasurer___ Cabinet Sec-
Treasurer___ Cabinet Secretary___ Cabinet Treasurer___
Committee Chair: List: _____

District Committee Chair: List _____

Other positions in *Lionism*: _____

6. Other relevant positions held outside *Lionism* (work or other): _____

7. Briefly describe your experiences, abilities or skills in the following fields:
 - a) Financial Organization / management: (investments, banking, etc.) _____

 - b) Reporting and record keeping: _____

 - c) Finances: (bookkeeping, budgeting, etc.) _____

 - d) Knowledge of the District N 1 Constitution, By-Laws, and Policy Manual: _____

 - e) Computer skills and programs: _____

 - f) Other relevant skills or experience: _____

8. REFERENCES: Please provide letters from your Club President and one other District N 1 Lion

Name: _____ Signature: _____

Address: _____ Phone Number: _____

E-Mail: _____

Purpose - To prepare and provide District N 1 with accurately presented financial records, budgeting comparisons and directive assistance and direction in financial strategic planning activities

Selection Criteria - Elected at Annual Meeting, from a pool of qualified Candidates as recommended by the Finance Committee in consultation with the Auditor, by vote of District N 1 voting delegates or in the absence of qualified applicants, by a one (1) year appointment of the incoming District Governor in consultation with the Finance committee.

Term - One (1) year,

Supervised By - District Governor and District Cabinet

Evaluation - Review by Finance Committee of Checklist and the duties as defined under By-laws Article III Section 4.2

Position Requirements - Financial background and/or bookkeeping procedure experience with good Lions knowledge

Responsibilities & Performance Goals

- Review issues and requests as directed by the District governor and District Cabinet
- Regularly monitors expenditures and revenues and prepares comparative statements.
- Provides background in financial strategic planning activities.
- Attend Cabinet Meetings held at least four (4) times annually, to present current statements, and District Governor Team and Committee meetings as requested
- Monitor expense claims for compliance to Policy
- Meet deadlines
- Ensures that District N 1 has the tools for effective planning processes in place that provides appropriate alignment of financial resources with strategic directions.
- Provide direction and knowledge to the District Governor and District N 1 members on all matters pertaining to financial operating procedure according to the laws of Canada, of Lions Clubs International and District N 1.
- Oversees short and long term investments as well as Restricted or reserved funds.
- Recommend to and serve on the Finance Committee including but not limited to assist in the preparation of District N 1's annual budget.
- Assesses District N 1's financial requirements on a continuous basis and recommend strategies and measures to increase District N 1's overall level of resources to the Cabinet and the Lions of District N 1 that will sustain current and future programs and educational needs.

- Monitors annual financial results of operations and report to the District governor and District Cabinet and the Lions of District N 1 on any matters of significance.
- Responds to all matters related to any Committee's financial mandate as may be referred to it by the District Governor, and to act according to the nature of the referral.
- Initiates any reviews, studies, initiatives etc. necessary to carry out the financial mandate of the Committees.
- Promotes transparency and accountability in all financial planning activities of District N 1.
- Following adoption of the Budget, the Treasurer shall regularly monitor expenditures and revenues of the District so as to ensure correctness of expenses and revenues, proper allocation to the respective applicable revenue and expense categories and be respective of budgetary items.

CABINET TREASURER - Checklist

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| 1. Club Billings by July 30 th | _____ |
| 2. Lions Club International paid by August 31 st | _____ |
| 3. Multiple District N dues paid August 31 st | _____ |
| 4. Attend District Governor Organizational Meeting | _____ |
| 5. Statement prepared and presented- 1 st Cabinet Meeting | _____ |
| 6. Statement prepared and presented- 2 nd Cabinet Meeting | _____ |
| 7. Lions Club International paid by January 31 st | _____ |
| 8. Multiple District N dues paid January 31 st | _____ |
| 9. Statement prepared and presented- 3 rd Cabinet Meeting | _____ |
| 10. Statement prepared and presented- Annual Meeting | _____ |
| 11. Cheque book and bank account to incoming Treasurer** | _____ |
| 12. Final Treasurers Statement distributed by July 31 st | _____ |
| 13. Records to Auditor by August 15 th | _____ |

**** Final Expenses of the District are to be dated June 30th or accrued as of June 30th. View access may be retained by prior year treasurer until August 15th**