

## CABINET TREASURER - Application and Annual Review Checklist

### CABINET TREASURER – Application

This application must be submitted to the Nominations Chair and copied to the 1<sup>st</sup> Vice District Governor by  
March 13<sup>th</sup>, 2024

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#### ***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 <sup>th</sup>                            | _____ |
| 2. Lions Club International paid by August 31 <sup>st</sup>          | _____ |
| 3. Multiple District N dues paid August 31 <sup>st</sup>             | _____ |
| 4. Attend District Governor Organizational Meeting                   | _____ |
| 5. Statement prepared and presented- 1 <sup>st</sup> Cabinet Meeting | _____ |
| 6. Statement prepared and presented- 2 <sup>nd</sup> Cabinet Meeting | _____ |
| 7. Lions Club International paid by January 31 <sup>st</sup>         | _____ |
| 8. Multiple District N dues paid January 31 <sup>st</sup>            | _____ |
| 9. Statement prepared and presented- 3 <sup>rd</sup> 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 <sup>st</sup>  | _____ |
| 13. Records to Auditor by August 15 <sup>th</sup>                    | _____ |

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