

**Organization: Friends of North Vancouver Museum and Archives Society**

**Position: Treasurer**

**Society Mission:**

To develop and maintain awareness of our community history, while supporting and raising funds for the programs, exhibits, publications and activities of the North Vancouver Museum & Archives, one of BC's leading local heritage organizations. (Advocacy, Awareness, Fundraising, and Friend-raising)

**Position Description:**

A volunteer board member is needed to act as Treasurer for the Friends of the NVMA Society, a registered charity (No. 89031 1772 RR0001). The position starts in June 2016.

The Treasurer's duties include:

- Reviewing financial statements on a regular basis
- Reporting to the board monthly on the Society's financial status
- Have signing authority for Society accounts

**Requirements:**

The ideal respondent would:

- Have a good understanding of financial statements
- Be familiar with or willing to learn accounting rules for non-profits/registered charities
- Be familiar with or willing to learn legislation and reporting requirements for a BC Society and registered charity
- Have an interest in local history, and in promoting awareness and raising funds for a planned new museum in North Vancouver.

NOTE: The Society Treasurer will have significant contact with the North Vancouver Museum & Archives' Administrative Services Coordinator who prepares financial statements and government returns for the Friends Society.

**Time Commitment:**

Board meetings take place approximately bi-monthly and are usually held on the second Thursday of the month at 7pm. Duties of the treasurer can be fulfilled on his/her own time between scheduled Commission meetings and via e-mail.

For more information please contact:

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**Friends of the North Vancouver Museum & Archives Society**

Community History Centre

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