Preamble

SAWCI is seeking a volunteer Treasurer with a financial background to join the organization and its Board of Directors. Membership in the Saskatchewan Ânskohk Writers Circle is open to anyone committed to supporting Indigenous storytelling and culture. Applicants do not need formal finance qualifications or experience as a writer, storyteller, or arts professional.

Responsibilities and Duties of the Treasurer

In addition to the legal duties of the Board of Directors spelled out in Section V of SAWCI's bylaws, the treasurer responsibilities and duties shall include the following:

1. To provide financial stewardship for the SAWCI Board of Directors in the oversight of its financial health, strategy and compliance, ensuring funds received from provincial and federal granting agencies and partnership agreements are honoured and given their due diligence, and are aligned with SAWCI's Strategic Plan, its policies and Conflict of Interest Guidelines.
2. Core responsibilities and duties include the following:
    - 2.1. Review and present regular financial reports and statements to the Board of Directors to maintain full transparency regarding SAWCI's financial health.
    - 2.2. Collaborate with SAWCI to create the annual budget and present it to the Board for approval.
    - 2.3. Translate complex financial data into clear updates so Board members can make informed decisions.
    - 2.4. Assist SAWCI staff in preparing financials for grant reports to funders.
    - 2.5. Work alongside the Board and SAWCI staff to review revenue and expenses to flag potential funding shortfalls early.
    - 2.6. Attend all scheduled Board meetings, and the AGM.
    - 2.7. Act as an official signing officer for SAWCI's legal and financial documents.
    - 2.8. Ensure and confirm that SAWCI's annual tax forms (such as IRS Form 990 in the U.S. or CRA information returns in Canada) are filed on time.
    - 2.9. Provide advice and support to the Board and SAWCI staff in the creation of policies for the safe handling of funds, check-signing limits, and fraud prevention.
    - 2.10. Act as the primary Board contact for external auditors or financial reviewers.