



Your **Cycling** Connection

bikehub.ca



Treasurer

Approximate time commitment: 3-5 hours / month. More details below.

Enjoy keeping close track of the finances? Then this position is for you! The person who will thrive in this position will ideally have some prior grant writing experience and will be adept at keeping our finances on track.

Roles and Responsibilities

Each month, the executive team will have a mandatory online team meeting (time and date TBD). Furthermore, there will be a separate public meeting each month that executive team members will be strongly encouraged to attend.

Committees have an annual budget of \$400 per fiscal year (April 1 - March 31). Committees are free to use this money for committee-related expenses.

- Keep track of committee spending to ensure the committee does not go over the \$400 annual budget (fiscal year is April 1 - March 31)
- Actively seek grants and additional funding opportunities to expand the financial possibilities of the committee.
- Submit receipts to the HUB office for reimbursement
 - Scan the receipt and email it to admin@bikehub.ca copying the committee Chair with details in the body of the email as to what the purchase was for
 - Include full name and mailing address of the purchaser as a cheque will be mailed