NATIONAL NEWCOMERS CANADA

Registrar-Treasurer – Executive Officer (Voting Position)

Purpose

The Registrar-Treasurer is a voting member of the NNAC Board of Directors and serves on the Executive Committee. This role provides leadership in financial management, recordkeeping, and membership administration, ensuring the organization's financial integrity and maintaining accurate club member records.

The Registrar-Treasurer oversees NNAC's financial operations, including banking, budgeting, financial reporting, and record retention. The position holds signing authority on behalf of NNAC and works with the Board to support sound financial decision-making and organizational accountability. The Registrar-Treasurer also maintains the official membership register, coordinates membership renewals and dues collection, contributes to *The LINK* newsletter as needed, and supports the planning and administration of the Annual General Meeting (AGM).

Overview of Duties

- Manage membership applications, renewals, and membership records.
- Maintain accurate financial records and oversee day-to-day financial transactions.
- Provide regular financial reports and recommendations to the Board.
- Support annual budgeting and financial planning activities.
- Assist with AGM preparation and reporting requirements.
- Participate in Board and Executive Committee meetings.
- Contribute content to *The LINK* newsletter as requested.
- Perform other duties as assigned by the Board.

Detailed Responsibilities

Membership Administration

- Manage membership applications and annual club renewals.
- Collect membership dues and maintain accurate records of payments received.
- Maintain and update NNAC's official membership register.
- Update membership portal on the NNAC website.
- Ensure updates to club contact and membership information are communicated for website maintenance.
- Share contact information with Regional Directors, Communications Director, and President.
- Prepare and distribute membership reports to the Executive Committee and Board as required.

Financial Management

- Maintain complete and accurate records of all financial transactions.
- Manage NNAC bank accounts and related financial documentation.

- Receive, deposit, and record funds on behalf of NNAC.
- Process payments and reimbursements in accordance with approved policies and budgets.
- Retain/archive financial records, bank statements, invoices, and supporting documentation.
- Prepare financial reports for the Board and an annual financial report for the AGM.
- Hold signing authority on behalf of NNAC, together with the other authorized signing officers, ensuring that all cheque and banking requirements are met.
- Coordinate updates to banking authorities and signatories following Board transitions.
- Support the preparation of annual budgets, financial forecasts, and membership fee recommendations.
- Assist in coordinating annual financial reviews or examinations as directed by the Board.

Board Support, Meetings and Communications

- Attend Board of Directors meetings, Annual General Meetings, and special meetings.
- Advise the Board on financial matters and provide information to support decision-making.
- Contribute financial updates, reports, or articles to *The LINK* newsletter as requested.
- Maintain records and documentation required to support organizational transparency, accountability, and continuity.

Estimated Time Commitment

The time commitment for the Registrar-Treasurer role varies throughout the year. During the annual membership renewal period (May-August), membership activities, including processing renewals, tracking payments, updating membership records, and reconciling dues received through e-transfer, cheque, and PayPal, may (from time to time) require approximately **4 to 5 hours per month**. We have introduced a portal-based renewal system that eliminates the need for manual updates to club database information.

For the remainder of the year, ongoing financial management and membership maintenance generally require **1-2 hours per month**. NNAC typically processes an average of **three outgoing financial transactions per month**, including routine payments and reimbursements. Additional time may be required periodically for Board meetings, AGM preparation, budget development, financial reporting, and updates to banking or membership records.