Urban Land Institute Alberta

VOLUNTEER JOB DESCRIPTION – ULI ALBERTA

Committee:	Executive of ULI Alberta
Location:	Calgary (Reporting to ULI Alberta Board)
Job Title:	**Treasurer (1 position)**
Job Description:	The Treasurer provides oversight and fiscal management of the District Council by creating the annual budget in conjunction with ULI staff, approving expenditures, and providing the District Council with regular updates on its financial position. In this role the treasurer will review the ULI Alberta financial statements, prepare the financial dashboard (to be presented at Board meetings), approve expense reports, and assist with various other financial tasks as they arise. In addition, this individual will work collaboratively with the Programming Team to review budgets and meet event goals and with the Business Development Team to target membership and medium term sponsorship goals to ensure the go forward sustainability of the District Council.
Skills Required:	Candidates must be proactive with the ability to work with a team. Members of the Committee should have financial knowledge, experience with Excel and the ability be available monthly for approvals of expenditures. Strong communications skills are also required.
Time Commitment:	2 – 5 hours per month
Monthly	6 – 7 Annual Board Meetings (75% Attendance required to remain on the Board). Ad hoc Executive Committee Meetings with the Chair/Vice Chair & Governance as required.
Term:	Two Years
Questions/to apply	To apply please complete your profile in Navigator or complete the application and send it to Spryng.kubicek@uli.org For any questions please email: mattluik@wsp.com

**Must be a ULI member (or in process) to be eligible*