

SCHEDULE A

SECRETARY - TREASURER OFFICER List of Duties

Review Date: February 2021

Position Description: Secretary Treasurer

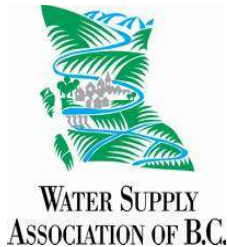
Reports to: Water Supply Association (WSABC) Board of Directors

A. Position Overview:

The Secretary Treasurer Officer is responsible for the administrative and financial functions of the WSABC, which includes but is not limited to ensuring the objects and constitutional requirements of the WSABC are met in an efficient, effective and timely manner. These objects are to be performed in a manner that promotes and represents the interests of British Columbia's domestic and irrigation water suppliers and their customers.

B. General Meeting Duties:

1. In consultation with the Chair, propose meeting dates and draft agendas for Director's meetings.
2. Record and prepare minutes of all meetings and provide a list of action items to Directors within three (3) business days of a meeting.
3. Circulate the draft meeting minutes to the Directors within seven (7) business days for review and comment.
4. Provide a notice of meeting, copy of the minutes, action items, financial report, draft agenda and any other relevant documents to the Directors a minimum of two (2) weeks prior to a Directors meeting for information and review.
5. Circulate the final Agenda package to the Directors a minimum of one (1) week prior to the meeting containing all documents relevant to the meeting topics.

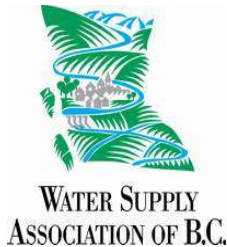


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C. WSABC Event Facilitation:

1. The Secretary Treasurer is entirely responsible for facilitation of the Annual General Meeting and the Annual Spring Workshop, which includes but not limited to venue booking, banquet /luncheon organization, securing hotel room blocks, liaison with venue event coordinators, trade show vendors, program presenters, operator training program educators as required. This may also include the organization and facilitation of web-based meetings, training and event seminars when necessary. The Directors may be called upon to assist to ensure the successful implementation of such events. Please refer to the Facilitators Event Planning Checklist spreadsheet.
2. At the last Directors meeting of the year, the Directors will set dates for the next years meetings and events. The Secretary- Treasurer will confirm venue availability and applicable costs. The Directors will provide potential speakers and presentations in order that he/she may facilitate presentations accordingly.
3. During the planning and arrangement process a status update will be provided to the Directors to ensure that appropriate timely decisions are made and any assistance required is provided to the Secretary - Treasurer.
4. A communication strategy for each event is to be approved by the Directors to ensure that the membership and potential delegates receive regular and timely information about the event to ensure the event attendance and support can be maximized.
5. Within one month following the event a summary report is to be provided to the Directors, which will include a financial breakdown, a membership/delegate breakdown, rating of the Venue, and include any comments or suggestions that are received from delegates and guests.
6. Follow the Facilitators Event Planning Checklist for specific guidelines and duties related to the timeline of events and ensure posting of events, program details, registration and payment options are posted on the WSABC website.



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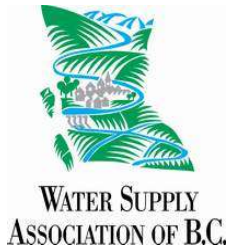
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D. Communications:

1. Prepare written correspondence as required by the Chair and Directors.
2. Regularly communicate directly with the membership and any others who may be deemed appropriate, any information on WSABC initiatives including events, regular / ongoing website and other social media platforms.
3. Communicate a minimum of weekly or more as may be required with the Chair and or Vice Chair.
4. Inform the Chair of any incoming correspondence in a timely manner and circulate to the other Directors as the Chair may deem necessary.
5. Respond to member and other inquiries in a timely manner, and in conjunction with the Chair address any complaints or concerns that may arise.
6. All communications will be consistent with the guidelines, rules and objects of the WSABC.
7. Update the web and social media platforms currently used to implement current and new strategies that will assist the WSABC in reaching our membership and larger audiences and report to directors the traffic on each platform.
8. Ensure the email program i.e., Outlook, is kept up to date with current contact information, grouping and the ability to send out mass emails as necessary to our membership.

E. Financial:

1. Prepare an annual budget for the September to August fiscal year for presentation to and approval by the Directors before the start of the period to which the budget is in effect.
2. Pay invoices and monitor the expenditures of the WSABC and alert the Chair and Directors of budget concerns and variances.
3. Reconcile the bank account monthly within the accounting program.
4. Provide a financial report for each meeting including a list of disbursements for approval and an income statement to the end of the month preceding the meeting.
5. Prepare the accounting program with year end journal entries in preparation for the annual audit.
6. Prepare annual reports in preparation for the annual audit and financial statements. i.e., billing summary / A/R summary / A/P summary / P & L / Balance sheet and others as requested by the auditor.
7. Set up and maintain payment options for all event registration and membership dues upon approval of the directors and through the accounts of the WSABC.



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F. Interpersonal Skills:

1. Demonstrate a commitment to deal professionally with the Directors, members and the general public.
2. Demonstrate a commitment to the WSABC objects and initiatives.
3. Perform duties as a team member with the Board of Directors.
4. Respond to customer and director requests in a timely and professional manner.

G. Remuneration and Term:

1. Remuneration is based on time spent performing the duties of the WSABC.
2. The current rate of remuneration will be \$400 per month for work that does not require physical presence, i.e., live conferences.
3. For live conferences and organization of such, the remuneration will be increased to \$1600 for the month for the month prior to and during the live event. i.e. Live event means the Spring Workshop and the Annual General Meeting (AGM).
4. A review of the job description including remuneration will be done prior to the setting of the budget for each fiscal year.
5. WSABC will cover travel costs for live attendance and will cover hotel room costs for the Spring Workshop and/or AGM.