



## **Volunteer Association – Art Gallery of Guelph Opportunity: Treasurer**

The Volunteer Association undertakes initiatives in support of the Art Gallery of Guelph, including Gallery Shop operations and annual events.

The Association is currently accepting applications for the volunteer role of Treasurer. To apply, please email a letter of interest and resumé to Patti Broughton at [pbroughton@artgalleryofguelph.ca](mailto:pbroughton@artgalleryofguelph.ca) by October 15, 2023.

### **Treasurer's Role and Responsibilities**

- Prepares a monthly journal of Gallery Shop sales.
- Prepares cheques monthly for the payment of expenses (stock purchases, consignment payments, artists' commissions)
- Prepares a monthly Volunteer Association financial report
- Attends Executive meetings, held monthly September to June
- Prepares a year-end financial report for the AGG's Annual General Meeting in October.