



**Manitoba Library
Association**

www.mla.mb.ca

Prison Libraries Committee

Volunteer Position Description - ADMINISTRATIVE SUPPORT : Treasurer Liaison

Location: various

Responsibility: To support the functions of the MLA-PLC in providing support with non-programming aspects of the Committee as a budget oversight.

Reports to: MLA-PLC Committee Chair

Time commitment: Up to 2 hours a month.

Typical Duties:

- Track annual budget of the MLA-PLC
- Check online web information of the Committee to ensure currency and direct edits/changes
- Triage and answer basic questions about the Committee

Requirements:

- Mature, reliable, and able to work with a team
- Timely communication
- Basic knowledge of reporting and budgets (MS Office, Excel, etc.)