



## TREASURER

The Tanzanian Canadian Association (TCA) is seeking qualified candidates to serve as Treasurer. The Treasurer is responsible for the fiscal management, accountability, and sustainability of the Association.

### QUALIFICATIONS / SKILLS

- Minimum of one (1) year as a TCA member prior to election
- Must be a member in good standing.
- Strong fiscal management and analytical skills
- Knowledge of budgeting, financial reporting, and basic accounting principles
- Mindfulness and prominent level of integrity.
- Excellent organizational and communication skills
- Knowledge of TCA's mission, structure, and governance practices

### TERM

The Vice-Chairperson is elected to serve a four (4) year term from the date of election.

### REQUIREMENTS

- Be a member in good standing (fees paid, compliance with Constitution, no disciplinary actions, updated contact information)
- Ensure proper fiscal management and record-keeping.
- Collaboration with the Chairperson and Executive Committee
- Ensure compliance with legal and regulatory financial requirements.
- Commit time and effort to effectively fulfill responsibilities.

### MAJOR DUTIES

- Manage the organization's finances, including budgeting, monitoring, and reporting.
- Prepare and present regular financial reports to the Board and members.
- Ensure compliance with all financial, legal, and regulatory obligations.
- Coordinate the collection of membership fees and other financial contributions.
- Prepare an annual financial report, including a statement of income and expenditures, for presentation at the Annual General Meeting (AGM)
- In collaboration with the Chairperson, appoint an Auditor to audit the Association's accounts.

### APPLICATION DEADLINE

For your name to be considered for leadership nomination, all application materials must be submitted by **May 17, 2026**, to [tca.gta.ontario@gmail.com](mailto:tca.gta.ontario@gmail.com). Your application should include:

- Cover letter outlining your statement of interest.
- Résumé or CV demonstrating relevant experience, and
- Two references (including name, phone number, and email address).

### IMPORTANT NOTE FOR APPLICANTS

Applicants are strongly encouraged to review the full [TCA Constitution](#) for detailed roles, governance structure, and expectations.

## MHASIBU

Chama cha Watanzania wa Kanada (TCA) kinatafuta mwanachama anayefaa kushika nafasi ya Mhasibu. Mhasibu anasimamia fedha za chama na kuhakikisha zinatumiwa vizuri na kwa uwazi.

### SIFA

- Awe mwanachama wa TCA kwa angalau mwaka mmoja kabla ya uchaguzi
- Awe amelipa ada na awe hana matatizo ya kinidhamu
- Awe na ujuzi wa kusimamia fedha
- Ajue kupanga bajeti na kuandaa ripoti za kifedha
- Awe mwaminifu na mwadilifu
- Awe na uwezo mzuri wa kupanga kazi na kuwasiliana
- Ajue malengo, muundo, na uongozi wa TCA

### MUDA WA UONGOZI

Nafasi hii ni ya miaka minne (4) kuanzia tarehe ya kuchaguliwa.

### VICEZO

- Awe mwanachama hai wa TCA (ada imelipwa, anafuata Katiba, na taarifa zake ziko sahihi)
- Kusimamia vizuri fedha na kumbukumbu zake
- Kufanya kazi kwa kushirikiana na Mwenyekiti na Kamati Tendaji
- Kuhakikisha mambo ya kifedha yanafuata sheria
- Awe tayari kutoa muda na juhudi kutekeleza majukumu

### MAJUKUMU MAUU

- Kusimamia fedha za chama (bajeti, matumizi, na mapato)
- Kuandaa na kutoa taarifa za fedha kwa uongozi na wanachama
- Kukusanya ada za wanachama na michango mingine
- Kuandaa ripoti ya fedha ya mwaka kwa ajili ya Mkutano Mkuu wa Mwaka (AGM)
- Kushirikiana na Mwenyekiti kumchagua Mkaguzi wa Hesabu (Auditor)

### MWISHO WA KUTUMA MAOMBI

Maombi yote yawasilishwe kabla au ifikapo tarehe **17 Mei 2026** kwa barua pepe [tca.gta.ontario@gmail.com](mailto:tca.gta.ontario@gmail.com). Maombi yajumuishwe:

- Barua fupi ya nia yako
- CV au wasifu unaoonyesha uzoefu wako
- Wadhamini wawili (2), (Jina, numba ya simu, na barua pepe)

### TAARIFA MUHIMU

Waombaji wanashauriwa kusoma [Katiba ya TCA](#) ili kuelewa vizuri majukumu na uongozi wa chama.