

Position Role	<i>Treasurer</i>
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Position Purpose

The purpose of the Treasurer role is to act as a watchdog over all aspects of financial management, working closely with other members of the Board of Directors to safeguard the Associations finances including financial reporting, banking, book keeping and record keeping.

Duties and Responsibilities

The Treasurer is responsible for doing, or making the necessary arrangement for, the following;

- Receiving and banking monies collected from the members or other sources;
- Keeping accounting record in respect of the Society's financial transactions;
- Preparing the Society's financial statements;
- Making the Society's filings respecting taxes;
- Filing the Annual Report of the Society and making any other filings with the registrar under the Act;
- Making available Financial records at both Executive and General meetings.

Additional Information

- The role of Treasurer is an Executive position and acts as part of the Board of Directors. The Executive shall be appointed by the elected Directors and as all positions, a non-paying role.
- The member elected or appointed as Director must either give written consent to be a Director or be present at the meeting and not refuse to be a Director.
- The role of Treasurer is a two (2) year term. The term of office commences and ends at the date of the Annual General Meeting.
- The member elected or appointed must be prepared to spend the necessary time to further the objectives of the Association.
- Upon the expiration of their terms, all Directors must turn over to the Board all monies, books, and papers belonging to the Association.
- Each Board member shall review the agenda and supporting documents prior to the meeting.
- Each Board member shall act honestly, in good faith, and be available for tasks and duties that serve the best interests and functions of the Associations and the business community.
- Each Board member shall take an active role on the Board through participation in projects and committees.
- Each Board member shall promote the Association membership and its activities.