**Treasurer Role and Responsibilities**

The Board of Directors, immediately following each Annual General Meeting, will approve the appointment of the Treasurer.

**General Responsibilities**

On behalf of the Board of Directors, the Treasurer will oversee and represent the Society’s financial responsibilities and obligations.

A member of the Board of Directors, the Treasurer will attend Board meetings and will maintain knowledge of the Society and personal commitment to its goals and objectives. The Treasurer will understand financial accounting for not-for-profit organizations.

The Treasurer’s duties include, but are not limited to:

* Working with the Executive Director to ensure appropriate financial reports are available to the Board on a timely basis.
* Presenting financial statements to the Board of Directors, and supporting the Directors’ understanding and comprehension of the financial position of the Society.
* Presenting the annual budget to the Board of Directors for discussion and approval.
* Presenting the financial review to the Society’s membership for approval.
* Proposing financial policies and procedures to the Board of Directors, and reviewing and recommending actions related to financial responsibilities and requirements.
* Ensuring cash and investments are safeguarded.
* Orienting the succeeding Treasurer.

**Accountability**

The Treasurer is accountable to the Board of Directors and the Society’s membership.

**Treasurer-Staff Relations**

The Treasurer may delegate specific duties to the Executive Director, in which case the Treasurer will maintain a monitoring role.

From time to time, the Treasurer, in consultation with the Executive Director, may meet with the Society’s bookkeeper, accountant and/or Auditor to review the financial records. The duties of the Treasurer will not interfere with the Executive Director’s day-to-day financial responsibilities and accountability.

**Committee Relations**

The Treasurer is a member of the Executive Committee, and chairs the Finance Committee, when the Board designates such committees.

**Signing Authority**

The Treasurer may act as signing officer for cheques and other documents with the Executive Director or other designated Directors.

The roles of Treasurer and Secretary can be combined as need.

The above information supplements the Society’s By-Laws and Societies Act. In the case of conflicts, the By-Laws and/or Societies Act will take precedence.

Motion to approve the Treasurer Roles and Responsibilities: