



Board of Directors Member Outline

TREASURER

Version 2.0 - September 10, 2014

Key Responsibilities

1. Together with the Board of Directors, assist in establishing an annual plan for the Society at the start of your Term.
2. Together with the Vice President and Secretary, you join the Society President in forming the Society Executive Committee. This Executive Committee has a certain set of responsibilities. Discuss the role of the Executive Committee with the President and other Society officers involved.
3. Attend regular Board meetings.
4. Make budget information readily available to the Board and members.
5. If necessary, ensure that the previous year's financial statements have been audited by a qualified accountant.
6. Assist the board in preparing a draft budget annually; submit it to the Board and/or membership for adoption at or prior to each AGM.
7. Present financial statements at the Society AGM.
8. Manage bank accounts, including PayPal and like accounts. Ensure the setup and maintenance of appropriate systems for bookkeeping.
9. Ensure that appropriate financial systems and controls are in place.
10. Ensure that record-keeping and accounts meet the conditions of funders or statutory bodies.
11. Ensure that use of funds complies with conditions set by funding bodies.
12. Ensure members handling Society money keep proper records and documentation.
13. Advise on financial implications of strategic and operational plans.
14. Present reports on the Society's financial position at each regular Board meeting.
15. Produce appropriate finance forms when and if required.
16. Volunteer to participate in Society Committees as required, and assist in acting as a liaison from committees to the Board of Directors.