

## Treasurer Duties & Responsibilities

- Commits to the vision, mission, and values of the Society
- Serves in a position of financial leadership for the Board of Directors and the organization
- Understands and explains financial accounting for nonprofit organizations
- Oversees the financial records (books) of the Society
- Complies with the Society's financial policies and ensures appropriate financial systems and controls are in place
- Keeps complete and accurate records of the Society's financial matters in accordance with accepted accounting standards for not-for-profit organizations
- Ensures that the record-keeping and accounts meet the conditions of statutory bodies
- Communicates with the Society bookkeeper, Executive Director, and auditors
- Understands regulatory requirements with respect to financial compliance
- Communicates with Canada Revenue Agency
- Assists in preparation of the annual budget and annual financial plan with support of the Finance Committee
- Presents the annual budget to the Board
- Provides the Board with monthly financial statements as per the Finance Policies
- Presents annual audited financial statements at the Annual General Meeting
- Completes tasks as outlined within the Society's Financial Procedures
- Presents annual financial statements and the Annual General Meeting and ratifies the appointment of the auditor
- Facilitates auditor presentation to the Finance Committee and the Board
- Orients the new Treasurer to the role
- Keep the Board apprised of key financial trends and concerns
- Carries out other duties assigned by the Board
- Acts as a Signing Officer for the Society
- Serves on the Standing Executive and Finance Committees
- Prepare position reports for monthly Board meetings and for the Annual General Meeting