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### Board of Directors Job Description – Treasurer

**Function**

The Treasurer of the Board is responsible for overseeing the finances of the Agency and all financial administration. The Treasurer is also responsible for ensuring audits of the Agencies finances are completed as necessary and that an Annual Financial Statement is created each year.

**Role and Responsibilities**

The Vice President will:

* Exercise general supervision over the Bookkeeper and the financial administration of the Agency
* Oversee the Agency’s financial business through external financial institutions as directed by the Board of Directors
* Be a member of the Executive Committee
* Chair the Financial Committee

**General Duties**

* Attend all Board meetings;
* Ensure adequate books and records of financial affairs for the Agency are maintained
* Submit the books of account for audit at the close of the fiscal year
* Provide monthly financial updates to the Directors at monthly Board meetings
* Present audited Financial Statements to the members at the Annual General Meeting

**Qualifications and Requirements**

The Treasurer should have several years of experience in the field of financial administration. They should be familiar with basic Canada Revenue Agency requirements for Non Profit groups as related to payroll, reporting, and financial auditing.

**Term of Service**

The Treasurer will be elected from the Board of Directors at the Annual General Meeting. They will serve a minimum of one year with a full term of three (3). A Treasurer may run for a second term of three years if no other nominations are made for that position. After six (6) years of service, a one year leave of absence for personal wellness is recommended.