



## **Position Description for the Treasurer**

### **Role of the Treasurer**

1. The Treasurer works collaboratively with the Board Chair and Chief Executive Officer to support the Board in achieving its fiduciary responsibilities, in particular with respect to financial management.

### **Skills and Qualifications**

2. It is preferable that the Treasurer shall have served as a member of the Finance, Finance and Audit Committee and substantial experience in finance and/or chartered accountancy before assuming the role as Treasurer.

### **Responsibilities**

3. The Treasurer ensures that:
  - a. The books of account and accounting records of the corporation are kept as required by the provisions of The Corporations Act.
  - b. A proper financial statement is submitted at the annual meeting of members and periodically as required by the Board of directors, indicating the financial position of the corporation from time to time.
  - c. All of the accounts are audited by the auditor appointed by the members.
4. The Treasurer shall serve as a member of the Finance and Audit , Risk Management Committee of the Board.
5. The Treasurer may be called upon by the Chair to deal with urgent matters of the Board.

### **Term**

6. Except as authorized by by-law, the Treasurer is elected for a term of one year, renewal at the discretion of the Board.