

## Role of the Treasurer

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The Treasurer shall, subject to the directions of the Board, have custody and control of all securities and funds, see that full and accurate records are kept thereof: see that an annual report in writing showing the financial condition of the Society and the results of the yearly operation of the Society is made and see that any other financial reports which the Board may from time to time require, are prepared and presented. Operations responsibilities have been delegated to senior management, primarily the Manager of Administrative Services, to oversee on a day to day basis.

The Treasurer takes on the following roles:

1. To be a Signing Officer of the Society
  - Signs the annual year end financial statements
  - Presents the year end financial statements to the Annual General Meeting.
2. To be chair of the Standing Finance Committee
3. To Review and present reports from Finance Committee to Board of Directors
  - Reviews requests for funding of internal and external groups
  - Reviews, with the Committee, any proposed new projects as to financial sustainability.
4. To be a member of Executive Committee.
5. Delegated responsibilities from the Board of Directors.

In practice the following have been delegated to Senior Management with the expectation that management having been given appropriate direction will perform their tasks with due care and attention. It is expected that management will provide through the Treasurer and Finance Committee:

- regular financial reports:
- any budget variances as soon as they come to the attention of management
- responsible for the completeness and accuracy of any distributed financial information
- responsible for the custody of any financial assets of the Society
- responsible for appropriate and authorized expenditures
- maintenance of accurate and timely financial records and reports
- negotiates financial arrangements with outside agencies, suppliers, funders

6. Other duties
  - Presents the year end financial statements to the Annual General Meeting
  - Writes for the annual report a brief financial statement summary.