

Description of the CAL's Treasurer Role

Title:

Treasurer

Role:

To manage and report on the Association's finances to the Board of Directors and to the general membership.

Primary Duties and Responsibilities:

1. Carries out the responsibilities of a member of the Board of Directors.
2. Assists in the preparation of the budget.
3. Provides the annual budget to the Board of Directors for approval.
4. Monitors the budget.
5. Administrates fiscal matters of the Association.
6. Ensures development and board review of financial policies and procedures.
7. Ensures the Board's financial policies are being followed.
8. Reports to the Board of Directors and general membership on finances.
9. Prepares any required financial reporting forms.
10. Maintains all bank accounts.
11. Oversees all financial transactions.
12. Treasurer's signature should appear on all cheques of the organization with the second signature from any of the board's other directors or staff with signing authority.
13. Chairs the finance committee.

As is stated in the job description, the Treasurer is first and foremost a member of the Board. This means that the Treasurer is responsible to the members (as with every Board member) for the funds received and spent by the Association.

The assumption in this job description is that the Treasurer takes a "hands-on" role with respect to the Association. A hands-on Treasurer should go through a monthly routine which would vary depending on the level of involvement. At the very least, a Treasurer should meet with the staff person on a regular basis to go over invoices and cheques, to review the bank statements, and to monitor the preparation of monthly statements for the Board.

Roles of the Bookkeeper, the Treasurer and the Auditor

| Bookkeeper | Treasurer | Auditor |
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| <ul style="list-style-type: none"> • Paid staff • Hired by the Board of Directors. | <ul style="list-style-type: none"> • An officer of the Association. • Sits on the Board of Directors. • Cannot be paid for carrying out duties of Treasurer. • Can vote. | <ul style="list-style-type: none"> • Services paid for by the Association • Board recommends to membership that a particular Auditor be hired. • Auditor is appointed at the Annual General Meeting. • Auditor does not sit on the Board. |
| <ul style="list-style-type: none"> • Keeps full and accurate accounts of all receipts and disbursements. • Responsible for payroll. | <ul style="list-style-type: none"> • Works along with the staff to monitor activities of the Bookkeeper. • Ensures accurate accounts of income and expenditure. • Ensures the Board of Directors receives monthly financial statements. • Submits books to the auditor for preparation of financial statement and/or performance of an audit | <ul style="list-style-type: none"> • Prepares yearly financial statements and/or conducts a yearly audit. |
| | <ul style="list-style-type: none"> • Once the auditor's financial report has been accepted by the Board of Directors, the Treasurer prepares a report and presents it to the membership at the Annual General Meeting. | <ul style="list-style-type: none"> • Prepares annual financial report and presents it to the Board. |