

Position/Job Description

Treasurer

Terms of Reference:

The Treasurer is elected by the Board of Directors, at the first meeting following the Annual General Meeting. The Treasurer reports to the Board of Directors of the Society and to the Society's Membership, and is responsible for the overall supervision of the financial management and reporting of the Society.

Scope of Work:

1. Chairs the Finance Committee and serves on the Executive Committee.
2. Ensures sound accounting procedures and processes, and that financial records are properly maintained and accessible.
3. Ensures timely, accurate and informative reporting to the Board of Directors, including:
 - Financial Statements
 - Cash Flow
 - Trend Analysis and Forward Planning
 - Risk Analysis and Management Information
4. Ensures the development of budgets that reflect financial, operational and curatorial realities.
5. Ensures compliance with CRA requirements and other public financial and tax reporting.
6. Ensures the validation of financial operations through a formal financial review process. Reports to the Board and Membership on the results of this review.
7. Ensures an annual review of finance policies.
8. Ensures the ongoing development of financial management skills for Board and Staff
9. Signs contracts, leases, or legal agreements of the Society, as mandated by the Board.
10. Orients the new treasurer