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JOB DESCRIPTION: SECRETARY-TREASURER

Revised February 17, 2017

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Elected at AGM by membership vote.

Term of office 2 years.

The Secretary-Treasurer will act in a strategic manner that emphasizes long-range vision, proactive leadership on key financial issues, and policy development that will define and guide the ongoing work of the Federation.

Purpose:

The purpose and role of the Secretary-Treasurer is to oversee the financial position of the association and to report on the financial position of the association: monthly to the Executive, and annually to the Annual General Meeting.

Responsibilities:

The Secretary-Treasurer shall:

Act as a member of the Executive Committee

Oversee and review the monthly financial statements

Call and preside over meetings of the Finance Committee, including development of the AGM agenda

Ensure that the association's financial policies are respected

Submit a monthly updated report to the CMWF executive for review.

Oversee the preparation of the annual audited financial statements

Sign the annual audited financial statements after the Executive has approved them.

Present the annual audited financial statements to the Annual General Meeting

Presents the motion at the Annual General Meeting to appoint auditors for the association

Answers all correspondence, including e-mails, promptly.

Prepares and issues: advance notice of meetings, agenda of meetings, minutes of meetings

Maintains a follow-up system on all outstanding items

Promptly discharges other duties as the Executive directs

Must be prompt and accurate in the discharge of duties and must maintain the highest regard possible for the financial transactions of the CWFHC.

Must have a working knowledge of financial and banking systems and procedures.

Qualifications:

Knowledge and experience with regard to financial principle and analysis of financial statements

Excellent communications skills

Able to work in a team/collaborative environment

Approved by the Executive: February 2017