



## **TREASURER**

**Revised 2022 03 21**

Elected at AGM by membership vote and appointed by the Board.

Term of office: 2 years.

Reports to the President

One of the Board's signing authorities.

Chairs the Finance and Budget Committee

A member of the Board

### **The Treasurer shall:**

- a) receive and disburse, as appropriate, all funds of the Federation and keep such records as required by the Federation;
- b) submit a written Annual Report to the President for the Federation's Annual Meeting, including an annual budget or budgetary guidelines not less than 21 days but no more than 60 days before the Annual Meeting;
- c) work closely with the appointed public accountant, if or when the need arises, to ensure that all documents are filed on time with Canada Revenue Agency as required by law;
- d) if necessary, provide Corporations Canada the annual financial statements of the Federation not less than 21 days prior to the Annual Meeting; and
- e) recommend to the Board whether the Federation should have an audit and assist in the selection of an auditor.

### **Additional Duties**

- Answer correspondence, including e-mails, promptly.
- Attend all Board meetings (in person or virtual or by email) and Annual General Meeting (AGM), when possible.
- Maintain a follow-up system on all outstanding items.
- In consultation with the President, determine the responsibilities of the Bookkeeper such as noted below with asterisks, and ensure that those responsibilities are effectively conducted.
- Regularly report to the Board on key financial events, trends, concerns, and assessment of the Federation's fiscal health.

### **Financial Responsibilities of the Treasurer**

**\*A bookkeeper may be recruited to assist the Treasurer, on a remuneration basis, with duties assigned by the Treasurer and approved by the President.**

- Manage the finances of the Federation, including the Board's review of and action related to, financial responsibilities.
- Deposit all monies received into CMWFHCM bank account, if not done electronically. . \*
- Issue cheques on behalf of CMWFHCM as directed by the Board, if not done electronically.\*
- Comply with sound financial control procedures\*.
- Maintain accurate up-to-date records of all financial transactions of CMWFHCM including a detailed description of each item.\*
- Prepare quarterly reports for the Board that includes bank statements.\*
- Briefly inform the President, on a monthly basis a summary or check off list of things that have been done.
- Prepare annual statements to be presented at the AGM along with books for audit.\*

### **Communication**

- Communicate directly with the President and the Bookkeeper.
- Communicates with members of the Board via regular reports and answers to queries.

### **Requirements**

- Be familiar and comfortable using an accounting software approved by the Board.
- Must have a general understanding of the CMWFHCM by-law and financial policies.
- Must be prompt and accurate in the discharge of duties and must maintain the highest regard possible for the financial transactions of the CMWFHCM.