



TREASURER

The position of Treasurer is a two year term, renewal two more times, for a total of six years. The following are the duties and responsibilities of the Treasurer.

The Treasurer shall:

1. Keep full and accurate accounts of receipts and disbursements of the Branch.
2. Collect receipts and disbursements and forward them to National each month.
3. Keep all financial records, either in paper or electronic format, for 6 years (National directive).
4. Un-budgeted expenses in excess of \$100.00 require the approval of the Branch Council.
5. Prepare and present a current financial status report for each Branch General Meeting and every second Branch Council Meeting and submit to the Secretary for distribution.
6. Prepare and submit the annual financial statement of income and disbursements for the AGM no later than one (1) week prior to the date of the AGM and submit to the Secretary for distribution.
7. Make available to the internal auditors, all books, accounts and ledgers of the Branch every two years or at the changeover of the treasurer.
8. Act as Branch Council liaison to the Corporate Fundraising Coordinator.
9. Attend Branch Council and Branch General Meetings.
10. Review current terms of reference governing the position and suggest revisions to the Secretary. This should occur with each changeover of the position.