



**Canadian Society of Hospital Pharmacists
Ontario Branch
Council Terms of Reference**

TREASURER

TERMS OF REFERENCE

Revised: September 2017

Included:

APPENDIX A: Treasurer's Checklist

TERM:

Position:	Treasurer
Term:	3 year (<i>option for renewal for second 3yr term</i>)
Portfolio:	3 years (Financial)
Status:	Voting
Committee:	Executive
Responsible to:	Council
Support:	CSHP National, Exec, OB Admin

COMPOSITION:

The elected officers of the Branch (President, Past-President, President-Elect, Treasurer and National Delegates) constitute the Executive. The Executive Committee is a subgroup of the Council who oversees the activities of CSHP Ontario Branch. The Executive may, subject to the control of Council, manage, operate and govern the Branch. The Executive has the authority to incur obligations and disburse monies subject to Council's approval.

Executive Portfolios include the following:

1. Internal Portfolio
 - a. Chapter Chairs
 - b. Communications Committee
 - c. Primary Care Chair
2. External Portfolio
 - a. Development and maintenance of external relationships with organizations with similar mandates (OPA, OHA, OCP, etc)
 - b. Council Liaisons





3. Vision Portfolio
 - a. Education Committee
 - b. Strategic Planning
 - c. Nominating Committee (past president in Chair position)
 - d. Membership Committee
 - e. Awards Committee

DUTIES:

The Treasurer serves a three year term maintaining all Ontario Branch fiscal matters with the support of the CSHP National accountant. It is the responsibility of the Treasurer to manage CSHP-OB Branch's finances. The Treasurer collaborates with the OB Branch Council to determine the yearly budget and provides a report of the Branch's finances at each Council meeting and at the Annual General Meeting.

The fiscal year of the Branch shall be May 1 to April 30, and the Treasurer shall submit to each Annual General Meeting an accounting of the funds received and expended during the financial year completed preceding such meeting. In addition to the reporting of the fiscal year at the Annual General Meeting, the treasurer shall also prepare a report detailing the year to date funds received and expended and develop an annual operating budget for approval at Spring Council Meeting.

1. *Serve as a member of the Council and Executive.*
 - Attend all meetings and provide up to date financial reports.
 - Provide portfolio update reports for each in-person Council Meeting.
 - Prepare an Annual Report for the Annual General Meeting.
 - Assist the incoming Treasurer, with respect to responsibilities, when the term of office is completed.
 - Serve as members on Branch committees and/or task forces as requested
 - Attend Joint Officer Meetings when invited by the President with other health related associations and government.
2. *Oversee Ontario Branch expenditures:*
 - Authorize all non-budgeted expenditures from appropriate branch funds.
 - Ensure a mechanism is in place to reconcile all expenditures (i.e. receiving reports from Administrative and Accounting Services).
 - Communicate with Administrative and Accounting Services, as necessary, to ensure financial operations occur

FINANCIAL RESPONSIBILITY

1. Develop CSHP-OB annual operating budget for Council approval at Spring Council Meeting.
2. Liaise with CSHP National accountant to monitor and maintain CSHP OB annual operating budget.
3. Address any financial questions from Council and/or membership.
4. Monitor financials of all committees, chapters, and working groups.
5. Ensure transparent financial management





TRANSITION

At the end of the three year term, the Treasurer has the option to renew for second three-year term or is asked to identify potential replacements for the position for Council review and recruit appropriate individual pending Council approval.

Ongoing support may be required during transition of incoming Treasurer.





APPENDIX A: Treasurer's Checklist

January

- Present 2nd Quarter Financial update.

February

- Prepare Draft Budget in collaboration with Accountant.

March

- Present Draft Budget during the teleconference.
- Prepare Mid-Term Council Report.

April

- Submit Treasurer's Report for Mid-Term Council – include most recent Financial Statements obtained from National Finance Coordinator.
- Attend the Executive, Issues Day and Council Meetings.

May

- Present 3rd Quarter Financial update.

June

- Determine Resident Poster Award travel costs for PPC Travel Grant.
- Ensure budget for OB AGM has been received from Education Committee; to be approved by Executive prior to printing of registration forms and program brochure.

July

- Present Year-End Budget.

August

- Review initial membership statistics.

October

- Prepare First Quarter Financial Update.
- Submit AGM Report

November

- Executive Meeting, Issues Day Meeting, Joint Council Meeting.
- AGM:
 - o Present audited budget.
 - o Motion: to adept the audited statement.
 - o Motion: to approve the appointment of the auditors for the next fiscal year.

December

- Review Membership statistics in light of November split membership numbers.

* Consider membership on CSHP National Finance Committee.

