



January 2020

Treasurer

Role Statement

The treasurer works collaboratively with the president to support the Board in achieving its fiduciary responsibilities.

RESPONSIBILITIES:

Custody of Funds

The treasurer shall have the custody of the funds and securities of the Corporation and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Corporation in the books belonging to the Corporation and shall deposit all monies, securities and other valuable effects in the name and to the credit of the Corporation in such chartered bank or trust company, or, in the case of securities, in such registered dealer in securities as may be designated by the Board from time to time.

The treasurer shall disburse the funds of the Corporation as may be directed by proper authority taking proper vouchers for such disbursements, and shall render to the President and directors at the regular meeting of the Board, or whenever they may require it, an accounting of all the transactions and a statement of the financial position, of the Corporation.

The treasurer shall also perform such other duties as may from time to time be directed by the Board.

Board Conduct

Maintain a high standard for Board conduct and uphold policies and Bylaws regarding Directors' conduct, with particular emphasis on fiduciary responsibilities.

Mentorship

Serve as a mentor to other Directors.

Financial Statement

Present to the Members at the annual general meeting as part of the annual report, the financial statement of the Corporation approved by the Board together with the report of the auditor or of the person who has conducted the review engagement, as the case may be.

General Duties

Attend executive meetings, Speaker Series Meetings and the AGM in May

Chair the Finance Committee

Prepare budget

Present budget and financial statements for approval to executive and then at AGM

Update Financial Policies document as required.

Speaker Series Meetings:

- receive and record registrations
- issue receipts to registrants
- issue cheques to those clubs who request travel subsidy with registration
- staff registration desk at Speaker Series meetings to receive registrations at the door and check off prepaid registrants
- bring cash float, receipt book etc.
- give numbers to board approx. 7 days before meeting
- give final lunch numbers to OC Secretary after registration
- pay requested items before leaving the day of the meeting

Prepare and send out invoices for annual dues and insurance.

After approval by president, pay all expenses for executive and organization

Record all financial transactions for Ontario Council books

Renew and cash GICs as required

Forward all books to accountant for review in April.

TIMELINES:

April:

1. First year: open bank account, order cheques, review GICs and renew if necessary
2. Second year:
 - a. Send books to accountant who will review them and prepare the financial statements.
 - b. With President and Finance Committee prepare budget for the coming year and update related budget detail.
 - c. Circulate to Executive for comment and approval
 - d. Finalize budget and statements to go out with reports for May AGM

May:

1. Ontario Council AGM - present budget and financial statements for approval by membership
2. Move appointment of accountant with honorarium
3. Pay insurance and monitor Certificates of Insurance
4. Send and record Small Club AGM Grants as requested

June/July:

Handle expense claims/bills as received

September/October

Registration for Speaker Series (see general duties)

November/December:

Registration for Speaker Series (see general duties)

Prepare club invoices for annual dues and insurance to go out in January

January:

Send out invoices for annual dues and insurance. Include Small Club AGM Grant form for Clubs with 50 or fewer members.

Present 9-month financial picture compared to budget

February:

Record annual dues and insurance as they are paid

Notify appropriate RD about clubs who have not yet paid

Notify all RD's and President when all have paid; provide a summary of the dues and insurance levy

March:

Registration for Speaker Series (see general duties)

Statement of income and expenses for executive meeting

Ask that all expense claims be submitted by March 31 for year end.

Close books the end of March. Reconcile while waiting for the bank statement.