

TREASURER

The following are the duties and responsibilities of the Treasurer.

The Treasurer shall:

1. Notify the bank of changes in signing authority and change of address. Forms and signature cards from the bank must be signed by the Treasurer and two other Executive members.
2. Keep full and accurate accounts of receipts and disbursements of the Branch.
3. Collect receipts and deposit them promptly in the appropriate account at the financial institution approved by the Branch Executive.
4. Cheques for withdrawal shall be signed by two of the designated Executive members. Unbudgeted funds in excess of \$100.00 shall be disbursed under the direction of the Executive.
5. Prepare and present a current financial status report for each Branch Meeting and every second Executive Meeting and submit to the Secretary.
6. Prepare and submit the annual financial statement of income and disbursements for the AGM no later than three (3) weeks prior to the date of the AGM.
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 an Executive Committee liaison to corporate fundraising and one or two Branch committees as assigned by the President.
9. Attend Branch Executive Committee and 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.