

POSITION PROFILE: Treasurer

TERM: ***2 years***

POSITION SUMMARY:

The Treasurer will Chair the Finance Committee and will ensure that the financial polices of the Society are enforced to effectively manage the annual operating budget of the Society.

The Executive Committee of the CSRT Board of Directors shall be composed of the President-elect, President, Past-President and Treasurer. The Executive Committee shall manage the CSRT and shall exercise the powers of the Board of Directors between meetings of the Board.

KEY RESPONSIBILITIES:

1. Is authorized to ensure that full and accurate accounts of the receipts and disbursements of the Society are kept.
2. Ensures the deposit of all monies and other valuable effects in the name and to the credit of the Society in such depositories as may be designated by the Board.
3. Shall monitor, develop and enforce all the financial policies of the Society as determined by the Board including financial policies relating to the investment of funds.
4. Upon recommendation of the Finance Committee, may suggest the revision of financial policies of the Society for approval by the Board.
5. Prepares the annual operating budget in consultation with the Finance Committee and in accordance with the strategic plan of the Society.
6. Assists the Finance Committee and external auditors in conducting formal audits and creating the annual audited financial report as prescribed by the bylaws.
7. Provides financial reports regularly to the executive Committee and the Board.
8. Provides financial reports to the membership at all Annual Meetings of the Society.
9. Exploring opportunities to increase the generation of revenue for the Society.
10. Shall communicate with all Board members regarding any activities with significant financial impact on the society.
11. Shall perform all such other duties as the President or the Board may assign him.

PREFERRED QUALIFICATIONS:

1. Must be a registered member in good standing of the Society.
2. Must, by experience, training or education, possess a strong understanding of basic accounting principles, budget development and control, and corporate reporting-bookkeeping systems. These skills may be attained by demonstrated comparable experience in professional, business or voluntary endeavors.
3. Must have demonstrated effective communication skills.
4. Must have the ability to articulate often complicated accounting procedures and fiscal theory.

5. Will be required to be present at meetings of the Board of Directors and the Annual General Meeting of the Society.
6. Must project a professional image.
7. Must be knowledgeable of the Society's Mission, bylaws and policies.

RELEVANT BYLAWS:

Awaiting official revision of the bylaws

CSRT Board of Directors Approval: _____

Oct 03/BK