



## Board of Directors Job Description Treasurer

### Authority and Responsibility:

The InMotion Network Treasurer is responsible for the administration of the financial affairs of the Association. The Treasurer works closely with the Executive Director (who is responsible for Financial Management and Financial Planning as outlined in the Policy Manual) as well as the Chair of the Board of Directors. The Treasurer sits on the Governance and Finance Committee and acts as a signing officer for cheques and other documents.

### Requirements:

1. Commitment to the work of the Association and to the protection of the assets of the Association.
2. Understand financial accounting for non-profit organizations and ensure implementation.
3. Understand banking and accounting controls and ensure implementation.
4. CPA designation would be an asset. Similar experience and education levels will be considered.
5. Attendance at Board and Committee meetings
6. Support of special events
7. Support of, and participation in fundraising events

### Term:

The Treasurer is elected by the Board of Directors at the Annual General Meeting, serves a two-year term, and shall be eligible for re-election at the end of their term. After four consecutive terms, they must give up their position as Treasurer on the Board, and may be re-elected after two year's absence

### General Duties:

1. Serves on the Governance and Finance Committee
2. Approval of twice-monthly cheque runs
3. Review of bank reconciliations on a quarterly basis
4. Liaise with external auditor as necessary and review/approve the results of the annual audit
5. Assists in the preparation of and attends the annual financial review at the Annual General Meeting
6. Gives reports to the Board on the financial state of the organization at each Board meeting
7. Ensures annual operational and capital budgets are prepared by the Executive Director and presented and approved by the Board
8. Speaks for the budget in partnership with the Executive Director and Governance and Finance Committee
9. Ensures all necessary financial reports are reviewed and filed
10. Facilitates development and board review of financial policies and procedures

### Evaluation:

The Treasurer's performance is evaluated annually based on the performance of assigned Board requirements and duties.

### Review and Approval Date:

The Board of Directors annually reviews the Treasurer's Job Description. Recommended changes are presented to the board.

Approval date: \_\_\_\_\_ Review date: \_\_\_\_\_