



## **R.F.P. HUMAN RESOURCES**

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### **Position Title: Treasurer**

#### **Role Expectations:**

1. Shall be responsible for ensuring that financial records are kept and that financial matters are carried out to meet accounting practices and the Societies Act.
2. Shall report on interim financial statements of the association at all board meetings.
3. Work with the President-Elect and current Past President to maintain the Financial Policy.
4. Shall be a signee along with other assigned board members on all financial transactions of the association.
5. Shall ensure an audit of the association books is completed for the AGM each year.
6. Shall ensure that an audited financial statement is presented at the AGM each year.
7. Shall assist in the preparation of the annual budget with the Executive Director and the Manager of Finance and Operations for board approval and membership ratification at the AGM.
8. Shall perform other duties as assigned.

Approved: January 26, 2017