

CES Ontario Announcement

Annual General Meeting 2018 & Nominations for the Board of Directors

Appendix 2: Role Description of the Treasurer Role

The role of the Treasurer is to ensure the integrity of the organization's financial practices and policies, as approved and supported by the Board of Directors.

Accordingly, the Board Treasurer will:

- Manage and report on the organization's finances.
- Prepares and monitors the annual budget.
- Oversees the bookkeeping and/or accounting services retained by the organization.
- Ensure the Board's financial policies are adhered to as outlined.
- Regularly provide a report to the Board of Directors on the budget and financial affairs of the organization.
- Ensure and/or prepare appropriate financial information and documents.
- Execute duties, including confirmation of signing authorities, as outlined in the organization's financial policies.
- Chairs the Finance & Audit Committee and provides leadership and support throughout the audit process.
- Ensure financial documents of the Board are correct, accurate and complete in order to support Board proceedings and decisions.
- Consult with the President prior to the release of financial information or documents not deemed public unless required by law.
- Negotiate and sign contracts on behalf of the association, as directed by the Executive Committee and/ or the Finance & Audit Committee.