



Treasurer

Summary: The Treasurer is responsible for preparation of accounts and oversight of proper financial procedures.

Guidelines

- Each Director has assigned responsibilities relevant to their discipline
- Directors are responsible for fulfilling the responsibilities
- The Administrator supports the Board of Directors as detailed below
- Directors are responsible for dedicating their time to their relevant action items and present their progress at monthly Board meetings and updates to the rest of the Board of Directors

Responsibilities

- Understand financial accounting for non-profit organizations.
- Serve as a financial officer of the Society
- Manage the finances of the Society
- Provide guidance and feedback for all event budgets
- Carry out reconciliation reviews including bank, A/R & A/P
- Review invoices as required
- Own and drive NPO filings & ESO filings
- Present a profit and loss budget vs. actual forecast at Annual General Meeting
- Manage the Board's review of and action related to the Board's financial responsibilities
- Ensure that appropriate financial reports are made available to the Board on a timely basis as requested
- Prepare a yearly budget for the Society
- Act as Primary payment approver, ensuring payments are approved in a timely manner
- Contribute towards the organization of annual Society events including but not limited to Conference & Gala
- Responsible for presenting updates during monthly Board Meetings - if not present, responsible for pro-active communication of topics (at least 1 day before the Board Meeting) in writing
- Contribute towards the organization of annual Society events including but not limited to Annual Conference, Gala CAHRE Awards and AGM
- Update Bank signatories and be responsible for direct liaison with banks on issues arising or changes necessary
- Provide further event support, ensuring that events are within budget
- Bring best financial controls practice to the Board
- Additional duties as assigned

Treasurer dates: 19 November 2026 – November 2028

I, _____ confirm my agreement to undertake the above responsibilities and duties as listed.

Signature

Date