



## **TREASURER/MEMBERSHIP COORDINATOR**

The Treasurer/Membership Coordinator is elected at the Bi-Annual General Meeting during the Scientific Conference. This role is assumed for three years, beginning in a non-conference year.

### **Administrative**

1. Attends Executive and Board Meetings and Annual General Meetings.

### **Financial**

1. Reviews all receipts and disbursements of CGNA.
2. Provides balance sheet reports of expenditures and income every three months to Executive members and to the Board, as requested by the President.
3. Reviews and approves all bills of CGNA by signing payment approval forms issued by staff.
4. Maintains a relationship with the accountant/ auditor.
5. Works with staff to prepare the required documentation for the annual auditor's review.
6. Recommends an appropriate auditor to the Executive.
7. Submits the reviewed financial statement at the Annual General Meeting.
8. Maintains and monitors CGNA bank account(s) and investment funds, as directed by the Executive.
9. Ensures that financial records and documents are maintained by staff.
10. Recommends an investment strategy to the Executive as needed.
11. Ensures that insurance is up to date.
12. In conjunction with CGNA staff, maintains a current register of all members in keeping with the identified database and ensures that both parties have the same, updated membership lists.
13. Prepares a membership report for each Executive, Board and Annual General Meeting.
14. Ensures that past financial statements are filed in the electronic filing system (e.g., Dropbox) and retained as required.
15. Completes designated tasks in follow-up from meetings.