



## **CGNA Treasurer Role Description**

The Treasurer is a member of the Executive Committee of the Board of Directors. The Treasurer is responsible for the maintenance of proper accounting records in compliance with the *Canada Not-for-Profit Corporations Act* as well as the deposit of money, the safekeeping of securities and the disbursement of funds of the Association. The Treasurer reports to the Board of Directors on transactions and the financial position of CGNA. This role is assumed beginning in a non-conference year. The treasurer acts as treasurer and membership coordinator.

Specific duties include:

### **Administrative**

1. Attends Executive and Board Meetings and Annual General Meetings.
2. In conjunction with manager, maintains a current register of all members in keeping with the online database and ensures that both parties have the same, updated membership lists.
3. Prepares a membership report for each Executive, Board and Annual General Meeting.

### **Financial**

1. Reviews all receipts and disbursements of CGNA.
2. Reviews and approves all bills of CGNA by signing payment approval forms issued by manager.
3. Maintains a relationship with the accountant/auditor.
4. Works with manager to prepare the required documentation for the annual auditor's review.
5. Recommends an appropriate auditor to the Executive.
6. Maintains and monitors CGNA bank account(s) and investment funds, as directed by the Executive, in conjunction with the manager.
7. Ensures that financial records and documents are maintained by the manager.
8. Recommends an investment strategy to the Executive as needed.
9. Ensures that insurance is up to date.

10. Ensures that past financial statements are filed in the electronic filing system (e.g., Dropbox) and retained as required.

### **Meeting Preparation, Conduct and Follow-up**

1. Provides balance sheet reports of expenditures and income every three months to Executive members and to the Board, as requested by the President.
2. Submits the financial statements at the Annual General Meeting.
3. Completes designated tasks in follow-up from meetings.