

Treasurer
Position Description

Position: Treasurer

Authority and Responsibility:

The Board of Directors is the legal authority for the Winnipeg and District Branch of the National Association of Federal Retirees. As a member of the Board, a Director acts in a position of trust for its members and is responsible for the effective governance and financial accountability of the organization.

Requirements:

Requirements of Board membership include:

1. Commitment to the work of the organization.
2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, human resources, and advocacy.
3. Willingness to serve on committees.
4. Attendance at Board meetings.
5. Attendance at meetings of assigned committees.
6. Attendance at Annual General Meeting.
7. Support of special events.

Term:

Directors are elected by the membership at the Annual General Meeting. Board Directors serve for a two-year term and may be re-elected to the same or new position. Board Directors shall not hold the same position for more than four (4) consecutive years. Director's term begins at the time of election.

General Duties:

A Director is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, human resources and advocacy.

The Treasurer:

1. Serves on the Executive Committee.
2. Prepares budget and financial regular reports to the Board and at General Meetings on the financial state of the Branch.
3. Chairs the Finance Committee.
4. Pays all approved expenses or disbursements incurred by the branch and ensures cheques are co-signed in accordance with Branch by-laws and administrative procedures.
5. Maintains a file of all approved/paid invoices and deposits.
6. Maintains financial information within the Association's computerized financial system (CRMS – Customer Relationship Management System).

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7. Orients and mentors an assistant (recruitment/succession planning).
8. Four times per year remits to the National Office the national operations portion of member dues collected during the previous three months.
9. Prepares financial information required for the annual Audit Review, meets with the approved auditors and responds to their questions/requests, and presents finalized Audit Review at the AGM for membership approval.

Review Date and Approval Date

The Nominating Committee annually reviews the Treasurer's job description.

Recommended changes are presented to the Board.

Approval by Board meeting dated: September 8, 2016.

This is a revision of initial document as requested by the incumbent Treasurer.

Review Date: September 14, 2016 and approved via email.
