

TREASURER

Roles and Responsibilities

1.0 OFFICE AND TERM

- 1.1 The term of Treasurer is two years.
- 1.2 This position is elected at the Spring Annual General Meeting.
- 1.3 This is a voting position of the Alberta Local Section Executive.

2.0 SCOPE

- 2.1 Handle and maintain all financial matters.

3.0 RESPONSIBILITIES

The specific responsibilities of this role are outlined in the Local Section Calendar of Events.

- 3.1 Deposit cheques/monies received.
- 3.2 Keep log of cheques/monies received.
- 3.3 Provide feedback/receipts to parties that sent cheques/monies have been deposited.
- 3.4 Provide receipts to members for annual dues when paid.
- 3.5 Write out cheques for expenses.
- 3.6 Work with President and executive to determine who has signing authority for AIHA Alberta expenses. This will be documented in an annual letter from the president to the treasurer and secretary.
- 3.7 Provide input for increasing revenue and cutting costs.
- 3.8 Ensure books, accounts and records of the Treasurer are audited at least once a year by two members of the Local Section, or by an independent professional accountant.
- 3.9 Ensure that a complete and proper statement of the standing of the books for the previous year is submitted at the Annual General Meeting.
- 3.10 Provide a copy of the audited statement to Secretary, for submission to Alberta Corporate Registries each April.

Section 2 - Treasurer

- 3.11 Participate in the Executive Committee meetings and any other general meetings.
- 3.12 Act as chairperson for the Financial Committee, as required.
- 3.9 Periodically review the Government of Alberta mileage rates for the purpose of updating mileage expenses.

4.0 COMPENSATION

- 4.1 This role shall receive no direct monetary compensation for their work. In addition this role will not obtain monetary or other compensation from an external source for work or material generated by their duties in this role.
- 4.2 In return for their work, this role shall have their yearly membership fee waived.
- 4.3 This role, at the discretion of the executive, can have fees for other Symposia, Technical Sessions or other events waived.