



**Position Title: Treasurer**

Responsibilities: Oversee the Calgary Chapter's Finances

- 1) Act as a signing officer for the Chapter when contracts must be signed, or cheques must be issued. Ensure that the account is endorsed by 2 authorized signatures: Treasurer and Chapter Chair, Director or others as approved by the Chapter Executive.
- 2) Keep track of Calgary Chapter's finances;
- 3) Keep track of finances for individual Calgary Chapter events;
- 4) The Chapter's fiscal year end to correspond with the Association Year End (March 31)
- 5) Attend;
  - a) Attend Chapter Executive meetings and other Chapter events;
  - b) Attend Annual Chapter Meeting;
- 6) Reports
  - a) Provide Written reports at each Chapter Executive Meeting
    - i) Profit & Loss Statements
    - ii) Balance Statements
      - (1) Advise Chapter Chair and Chapter Director of any concerns related to the Calgary Chapter's "balance sheet";
    - iii) Bank Statements
  - b) Write reports for inclusion into Director's Board Report twice annually before Board of Directors meeting and as scheduled by Director; Use standard CSC formats to submit Financial Report; To match BOD Exhibits required at each BOD meeting.
    - i) Ensure reports are completed for the Spring and Fall Board of Directors Meeting
      - (1) Fall Board Meeting: Exhibit D & E
      - (2) Spring Board Meeting: Exhibit A & B
  - c) Deliver report to members at Annual Chapter Meeting Exhibit A & B
- 7) Book Keeping
  - a) Use Chapter Executive Approved Software (QuickBooks) for book keeping
  - b) Expenses to the Chapter must be submitted on the Calgary Chapter Expense form complete with receipts, prior to payment.
  - c) Pay and Create Invoices on or before due date. Chapter Executive approval is required for expenditures.

- d) Review Chapter rebates with Chapter Executive
- e) Input chapter event data promptly and accurately
  - i) Keep receipts and records for all transactions safe and secure, for archiving and for handing over to the next Treasurer or Executive upon request.
  - ii) It is acceptable to use a book keeper for these tasks.
    - (1) Budgeted costs for this service must be approved by Chapter Executive, prior to hiring the service.
- 8) Arrange for Calgary Chapter's finances to be audited (Or Peer Reviewed) prior to Annual Chapter meeting on an annual basis;
- 9) Provide Secretary an electronic file copy of the Chapter Books for storage in the Chapter Cloud based archive.
- 10) Liaise with Association office and CSC Association Treasurer on financial issues;
- 11) Promote CSC and the Calgary Chapter at every opportunity.

Range for expected Time Commitment: 6 to 8 hours per month, with an additional 4 to 6 hours during audit and reporting required for Executive Council reports.