



POSITION DESCRIPTION

TREASURER

Position Overview

- Liaises with the Secretariat to ensure all the financial arrangements of the Association and ensures that financial matters (budgets, income and expenditure) of the Association, including the Sub-Committees and Regional Groups, are kept in accordance with the uniform accounting system of the Association.
- Reports to the Association Co-ordinating Committee and ultimately to the Association President.
- Shall be a financial member of the Association.
- Be fully conversant with the Association's Constitution, Mission Statement and Goals, policies and procedures.

Primary Duties

- Attend all meetings of the Co-ordinating Committee, including the Annual General Meeting, and general members' meetings of the Association.
- Confer with the Association President and/or the Association Co-ordinating Committee on any problem relating to the finances of the Association.
- Maintain close liaison with the Secretariat to ensure that the financial operations of the Association are in line with the Constitution, Mission Statement and Goals, policies and procedures of the Association.

Other Duties

- Be fully conversant with the Association's Constitution, Mission Statement and Goals, policies and procedures.
- Work for the continuing growth and efficient operation of the Association.

- Follow the directions and requests of the Association President and Co-ordinating Committee members.
- Co-signatory on cheques and financial documents issued at Association level.
- Act in a timely fashion to all directives from the Co-ordinating Committee.
- Co-operate with Committee members and foster good relations between members.
- Promote the Association and the profession in a positive manner.

Expenditure Authority Level

As approved by the Association Co-ordinating Committee.