

Treasurer Profile

PURPOSE: The Board of Directors is the legal authority for Circle of Care.

As Director – acts in a position of trust for the community and is responsible for the effective governance of the organization.

As Treasurer – presides at all meetings of Finance and Audit Committee. The Treasurer is appointed by resolution of the Board for a term of two (2) years and is eligible for re-appointment for one additional two (2) year term.

As Officer – a member and Chair of the Finance and Audit Committee and member of the Executive/Nominations Committee.

RESPONSIBILITIES

As a Board Member

Accepts:

- ▶ Commitments and Undertakings as set out in the Position Profile for a Board member.
- ▶ Responsibilities as set out in the Position Profile for a Board member.

As a Treasurer

Responsible for:

- ▶ Serving as a signing Officer and member of the Executive/Nominations Committee.
- ▶ Presiding at all Finance and Audit Committee meetings, establishing the agendas and overseeing:
 - Development and monitoring of the annual budget and expenditures.
 - Proper custody and investment of surplus funds.
 - Proper carrying out of all policies regarding the financial activities of the agency.
 - Reviewing and presenting interim and year-end financial statements to the Board.
 - Serving as Board contact with auditors, recommending their appointment and reporting their findings to the Board.