

National Treasurer

Responsibilities

1. Ensures safekeeping of the Corporations funds and securities.
2. Ensures Corporation maintains accurate accounting records and meets financial compliance and reporting requirements.
3. Provides advice to the Board on financial matters concerning the Corporation.
4. Is a signing officer on all accounts of the Corporation.
5. Assists with the preparation of annual audited of financial statements of the Corporation.
6. Coordinates and present operating budgets to the Executive and Board as follows:
 - a. Drafting of a two-year preliminary budget for the Corporation for presentation at the June Executive meeting.
 - b. Presenting the draft two-year operating budget for the Corporation at the fall Board meeting for approval.
7. Provides written reports to the National Office for all meetings.
8. Provides a written report for the Annual Financial Report to the membership. Presents Financial report at the Annual General Meeting.

Chapter Treasurer

Responsibilities

1. Ensures safekeeping of all Chapter funds.
2. Ensures accurate accounting records for the Chapter
3. Provides National office with updated copy of Chapter Accounting worksheets by the 10th of the month following a GST quarter end. The reporting deadlines are: September 10, December 10, March 10 and June 10th each year.