



BOARD JOB DESCRIPTION

POSITION: Secretary/Treasurer

The bylaws allow the Institute to combine the functions of treasurer and secretary.

The treasurer part of the role is to act as a source of financial information for the Institute. In collaboration with the ED, the treasurer shall inform the Board of the financial performance of the Institute. The treasurer shall further anticipate the Institute's future financial needs to carry out the strategic plan.

The treasurer shall:

- a.** Attend meetings of the Board, executive committee, and the annual general meeting;
- b.** Serve on the planning and finance committee (if struck) and, in collaboration with the ED, assist in the development of a budget for presentation to the Board of Directors for approval;
- c.** Inform directors of the Institute's financial status at Board and executive committee meetings;
- d.** Inform the membership of financial results and present the auditor's report at the annual general meeting;
- e.** Assist in the development of financial policies and procedures in collaboration with the ED;
- f.** Help the Institute ensure that adequate resources are available to fund Institute programs;
- g.** Oversee the projects and assume other responsibilities as assigned.

The secretary shall:

- a.** Attend meetings of the board, executive committee, and the annual general meeting;
- b.** Monitor the accuracy of the minutes prepared by staff;
- c.** Attest to corporate documents;
- d.** Oversee the projects and assume other responsibilities as assigned.