

SECTION: Executive Members

ORIGINATED: May 2019

SUBJECT: Job-Description, Treasurer/Membership Director

REVISION:

POSITION:

Treasurer/Membership Director

DESCRIPTION:

In conjunction with the IPAC-SWO Executive and IPAC-Canada, assumes the responsibility for directing the financial and chapter membership affairs of the association.

TERM:

Two (2) years

RESPONSIBILITIES:

1. Acts as the chapter liaison on all financial matters between IPAC-Canada and the chapter.
2. Liaises with IPAC-Canada Membership Services and Director of Finance to ensure that chapter dues are received and provides reports as requested.
3. Collates receipts required to obtain HST Rebate and submits Refund Report to Revenue Canada.
4. Prepares and sends the annual Financial Statement (Form 14) to the IPAC-Canada Director of Finance at the end of the financial year.
5. Responsible for the IPAC-SWO cheque book; when travelling out of province, provides the president with the USB and cheque book.
6. Arranges to have accounts audited annually (as required by the IPAC National terms of reference).
7. Maintains all chapter financial records for seven (7) years.
8. Oversees all financial transactions for the chapter including:
 - a. keeping a full and accurate account of all receipts and disbursements,
 - b. depositing all monies to the credit of IPAC-SWO at the financial institution approved by the Executive,
 - c. exploration of Guaranteed and No-RISK Investment options,
 - d. maintenance of the Chapter cheque book; including ensuring the financial institution is aware of all approved signatories,
 - e. disbursement of Chapter funds as directed by the Executive.
9. Prepares an annual budget for Executive review and approval.

10. Provides a financial update to the Executive and Membership at each Chapter Business meeting.
11. Makes recommendations to the Executive to ensure financial viability of the chapter.
12. Drafts a budget, creates and keeps an expenditure/revenue spreadsheet for all chapter events, workshops and education days.
13. Maintains list of chapter members (as updated by IPAC National) and provides copy to chapter secretary
14. Maintains a list of member attendance at chapter events, education days/webinars/workshops.
15. Participates on the IPAC-SWO Scholarship Awards committee.
16. Attends the annual IPAC-Canada Finance Committee meeting at the national conference and reports to the chapter.
17. Maintains an IPAC-SWO issued flash drive containing all financial records.
18. Passes on flash drives containing financial records to newly elected Treasurer.
19. Orients the in-coming Treasurer to ensure a seamless transition.
20. Undertakes other duties as assigned by the President.