

POSITION DESCRIPTION

Executive Officer Position – Treasurer



There is one Treasurer elected bi-annually. This is a voting position on the Executive Committee.

DUTIES

1. Ensures Local policy is being followed in all matters related to the finances of the Local.
2. Reviews the records prepared by the financial manager in relationship to Local business including records of accounts, assets, disbursements of funds, payables, receivables, payroll, disbursements of assets, depreciation and reporting.
3. Authorizes the disbursement of funds through co-signing cheques and approving online transactions.
4. Calls and presides over regular and emergent meetings of the Finance Committee.
5. Assists in the preparation of the Local annual budget.
6. Presents the Local budget to Executive Committee and the Council of School Representatives.
7. Reviews and creates Local Finance policy as required.
8. Attends Local, Executive, Council and General meetings.
9. Presents monthly Statement of Expenses to Executive and the Council of School Representatives.
10. Serves on Local Association committees as requested or required, including Attend Table Officers Committee and the Office Staff Salaries and Working Conditions committee.
11. Reviews records prepared by the financial manager of the Staff Development Fund.
12. Serves as a delegate to the Annual Representative Assembly.
13. Monitors investments and expenditures of Local Association reserves and in consultation with the President authorize investments recommended by the investment company.
14. Maintains awareness of the expiration dates of Local contracts for Insurance and offers advice on renewal.
15. Advertises to members and recruits members for vacancies for Executive offices or committee positions as they occur.
16. Performs other duties relating to the Local's needs.

TERM OF OFFICE

Two-year term with re-election up to a maximum of four consecutive years.

REIMBURSEMENT

As per Local Policy 4.B.4 Executive Committee shall receive \$35.00 per meeting to a maximum per diem of \$70.00 plus travel expenses for attendance at meetings where they are acting in the capacity of their position.

/an