

Job Description

Treasurer

Is a member of the Board.

The Treasurer shall keep or cause to be kept full and accurate accounts of all receipts and disbursements in books belonging to the Corporation; shall have the care and custody of all funds and securities of the Corporation; shall disburse the funds of the Corporation as may be ordered by the Board of Directors and/or the President; and shall perform such other duties as may be incidental to the office or as may be prescribed by the President.

1. Manages finances of the organization
2. Administers fiscal matters of the organization
3. Provides an annual budget to the board for members' (directors) approval
4. Ensures development and board review of financial policies and procedures
5. Attends board meetings, general meetings and exhibition openings as much as possible
6. Provides a monthly treasurers report
7. Acts as signatory on bank checks and is a second signatory with the president in amounts of \$1,000 or more.