

CHES SASKATCHEWAN CHAPTER

Date: **April 6, 2015**

Issue: **Governance**

Subject: **Duties of the Chapter Treasurer**

Reviewed:

Approval date:

The Chapter Treasurer:

- a) shall have the care and custody of all funds and securities of the Chapter
- b) shall deposit all funds in the name of the Chapter in such bank or banks, or with such depository or depositories, as the Chapter Executive Committee may direct
- c) he/she shall, at all reasonable times, exhibit his books and accounts to any member of the chapter upon written request to the Chapter Executive Committee
- d) he/she shall be responsible for the preparation and show from whom all income has been received, and to whom and for what reason all disbursements have been made
- e) shall be the only permanent signing officer, during his/her term, for any fiscal transactions for the Chapter. Any fiscal transaction requiring signatures must also have either the signature of the Chair or the Executive Vice Chair. In the event the treasurer is unable to sign for fiscal transactions both the Chair and the Executive Vice Chair are authorized to do so on behalf of the Chapter. Such situations must be reported to the Executive committee at the next Chapter meeting.
- f) shall be an ex-official on all Chapter sub-committees that may involve fiscal transactions.
- g) shall work with the National Treasurer and the Chapter Executive Committee to develop and review all financial policies and procedures that support the work of the Chapter and to see they are in alignment with National policies and procedures, where applicable. Reviews are to be done a minimum of once every three years
- h) maintain in conjunction with CHES National Office the membership data base
- i) ensures CHES National Office sends out timely notices of annual dues and follows up with reports to the Chapter Executive Committee on unpaid chapter members three times a year for their action
- j) shall work with the Chapter Executive Committee to develop and review membership policies and procedures that support the work of the Chapter and are in alignment with National policies and procedures, where applicable. Reviews are to be done a minimum of once every three years
- k) perform such other duties as the terms of his engagement, or this By-Law calls for, or the Chapter Executive Committee may, from time to time, properly require of him/her
- l) shall prepare an annual budget for approval of the Chapter Executive Committee.