

POLICY/PROCEDURE NUMBER:

B – 1.4

DATE: November 13, 1992	SUBJECT:
ISSUE: Board of Directors	Job Description - Treasurer
REVIEWED: May 2021	PAGES: Page 1 of 2

1. **Position:**

1.1 Through the Executive Director of the Society the Treasurer shall have the care and custody of all funds and securities of the Society (including the Association, National Conference, Canadian Healthcare Construction Course and any other activities of CHES. This Treasurer shall ensure that all funds are deposited in the name of the Society in such bank or banks, or with such depositories as may be directed by the CHES Board of Directors. The Treasurer shall oversee all payment responsibilities of the Society

2. **Responsibilities:**

2.1 Responsible to the CHES Board of Directors.

3. **Summary of Duties:**

3.1 Transfer bank account, signature cards of authorized officers.

3.1.1 Maintain accurate bookkeeping, with proper distribution to various accounts.

3.1.2 When in doubt, confer with President or Former Treasurer.

3.2 Have and maintain care of all funds and securities of the Society.

3.3 Deposit all such funds and securities in bank, banks, or depositories as required by the Board of Directors.

3.4 Initiate the annual budgeting process for the Association, soliciting budget requests from all National Committees and Executive for approval of the Board of Directors.

3.5 Review and oversee the annual budgeting process for the National Conference, Canadian Healthcare Construction Course and any other Society activities.

3.6 Prepare, compile and submit a proposed annual budget for approval by the Board of Directors

3.7 Exhibit books and accounting to the Executive as required by the Board of Directors.

3.8 Review and approve all expenses for the Association, National Conference, Canadian Healthcare Construction Course and any other Society activities for payment processing

3.9 Submit for Executive approval any unbudgeted, or overbudget expenditures prior to approving payment.

3.10 Prepare and present a written report of all receipts, disbursements and accounts for each Board meeting.

3.11 Prepare an annual financial report for the General Membership. To be presented at the Annual General Meeting.

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3.12 Cause an audit of all accounts and deposits to be accomplished annually at the Society's fiscal year end. This audit is to be completed by an accredited accountant as appointed by membership at the Annual meeting.

3.13 Recommend investment and re-investment strategies as per Society policies and carry out all new and re-investments.

3.14 Perform other duties as required by the Board of Directors.

Approved by: _____
 President

Date: _____