



## COFAS Job Descriptions:

### Treasurer

#### From the COFAS Bylaws:

#### **2. Executive Officers**

2.1 *The Officers of the Organization shall be the President, Vice-President, Secretary, Treasurer, Past President, current year Conference Site Co-ordinator, current year Conference Agenda Co-ordinator, and one Member-at-Large representing each of the three regions (East, West, and Central) who together shall constitute the Executive.*

#### **3. Duties of Officers**

3.4 *The Treasurer shall be responsible for the collection of all monies and the discharge of all financial obligations. The Treasurer, in consultation with the other members of the Executive, shall prepare an annual budget for approval at the Annual General Meeting and prepare a statement of income and expenses for the year previous. The Treasurer shall also work with the in-year Site Co-ordinator to prepare a conference budget.*

#### **5. Funds of the Organization**

5.5 *The Treasurer shall be the primary signing officer of the Organization. Up to two other signing officers (located convenient to the Treasurer) shall be designated from among those elected to the Executive by simple majority at the annual general meeting.*

#### The Treasurer shall:

- perform the duties as outlined in the Bylaws;
- attend all Executive and membership meetings scheduled for the year, including the Annual General Meeting;
- deposit money into the COFAS account;
- verify expenses, issue cheques, and when possible, obtain a second signature on cheques;
- work closely with the Site and Program Coordinators to track conference income and expenses;
- prepare documents for review by the Audit Committee; and
- request that the Audit Committee conduct a second review, if required by the Executive Committee.