

Policy Type: Board Processes

Policy Name: Board Treasurer Job Description

Position: **Board Treasurer**

Term: 1 year renewable. Chosen by Directors elected at the Annual General Meeting

The Board Treasurer is appointed by the Directors in accordance with Article VI, 4. Letters Patent 2001. The Treasurer is an Executive Officer of the FCBB.

Accountability/Authority

He/she is accountable to the Board of Directors and has no authority to act beyond that required to fulfill the duties outlined below or as directed by the Board.

Duties

The Treasurer will work closely with the Executive Committee and the Coordinator in the planning and management of the finances of the FCBB. The Treasurer of the Board shall be responsible for ensuringⁱ:

Budget Responsibilities

- That an annual budget based on a fiscal year end of 31 March each year be developed in consultation with the Executive committee and the Coordinator
- That the budget be based on information sufficient to provide reasonably accurate projections of revenues and expenditures
- That the budget never allow operational deficits

Financial Accounting

- That all monies received from whatever source are duly accounted for and deposited in the FCBB Bank Account(s)
- That all expenditures are duly accounted for in terms of purpose in relation to the donor source and in accordance with the objectives Amended Letters Patent 2011 regarding environmental projects, education and research, Canada Revenue Agency
- That all financial records are updated, maintained and delivered in a timely fashion upon request of the Board
- That an annual audit be prepared in accordance with the provisions of the Companies Act and the terms required by our Charitable Registration Status

Financial Management

- That the financial operations conform to the purposes and objectives of FCBB's non-profit status in accordance with Article XI Assets of the Corporation, Letters Patent 2001 and Charitable Registration Status, Letters Patent Amendment 2011
- That payroll schedules for staff be met on time
- That contractual commitments, payroll taxes and other financial liabilities and CRA remittances be paid on time
- That any unbudgeted expenditures, new contractual arrangements, or new banking arrangements be first approved by the Executive Committee or the Board in the case of major changes
- That all cheques, drafts, notes, contracts, documents and instruments be signed by any two (2) members of the Executive Committee as the Board designates in accordance with Article X, Letters Patent 2001
- That financial conflicts of interest by any Director be declared in accordance with Article XIII of Letters Patent 2001
- That no Director will receive profit or remuneration from his or her position but may receive reimbursement for approved expenses in the performance of their duty

Protection of Assets

- That the physical, financial and intellectual assets of the FCBB are protected
- That adequate fire, theft and liability insurance is in effect
- That the safekeeping of key legal and contractual documents and minutes is effective
- That there be effective procedures for the safekeeping of computer records and minutes.

Qualifications The following are considered key job qualifications:

- Ability to use email, word processing software and basic accounting software
- Knowledge of basic accounting procedures
- Knowledge of the community
- Interest in environmental issues
- Commitment to FCBB's mission and strategic directions
- A commitment of time
- Openness to learning

Insurance

Directors are covered under the Directors and Officers Liability Insurance.

Evaluation

The performance of the Secretary is evaluated annually in the context of the evaluation of the board and is based on the carrying out of duties and responsibilities as outlined above.

Removal from office

A Treasurer may be removed from the office for cause in accordance with Article VI, 3 of the Letters Patent 2001.

Approval Date 15 January 2013
