

## CUASA Treasurer - Position Description

<b>Officer:</b>	the Treasurer is an Officer of CUASA	[Article VI (1) <i>CUASA</i> Constitution]
<b>Term:</b>	two years effective July 1	[Article VI (2) <i>CUASA</i> Constitution]
<b>Election:</b>	by Council	[Article VII (8) <i>CUASA</i> Constitution]

### Responsibilities:

1. Voting Member of the *CUASA* Steering Committee [Article V (1) *CUASA* Constitution]
  2. *Ex officio* voting member of *CUASA* Council [Article VI (4) *CUASA* Constitution]
  3. Annual General Meeting
  4. Chair, Finance Committee [Article VII (5) *CUASA* Constitution]
  5. Signing Officer of the Association [Article XI (2) *CUASA* Constitution]
  6. Minutes of Steering, Council and Annual General Meetings
  7. Moves acceptance of Minutes at meetings
  8. Miscellaneous
1. *CUASA* Steering Committee
    - entitled to vote and to move and second motions
    - ensures that attendees sign the attendance sheet
    - ensures that minutes are taken
    - reviews minutes to ensure accuracy prior to presentation for approval at subsequent meetings
    - moves acceptance of minutes
    - ensures that any amendments to the minutes are minuted
    - ensures that the minutes are archived
    - provides oral or written reports on *CUASA*'s finances and on financial matters for decision
    - recommends the annual budget and mil rate
  2. *Ex officio* voting member of *CUASA* Council
    - entitled to vote and to move and second motions
    - ensures that attendees sign the attendance sheet
    - ensures that minutes are taken
    - reviews minutes to ensure accuracy prior to presentation for approval at subsequent meetings
    - moves acceptance of minutes
    - ensures that any amendments to the minutes are minuted
    - ensures that the minutes are archived
    - provides oral or written reports on *CUASA*'s finances and on financial matters for decision
    - recommends the annual budget and mil rate
  3. Annual General Meeting
    - entitled to vote and to move and second motions
    - ensures that minutes are taken
    - reviews minutes to ensure accuracy prior to presentation for approval at subsequent meetings
    - moves acceptance of minutes
    - ensures that any amendments to the minutes are minuted
    - ensures that the minutes are archived
    - provides oral or written reports on *CUASA*'s finances and on financial matters for decision
    - recommends the annual budget and mil rate

4. Committees [By-law 5(c)]  
[Article VII (5) CUASA Constitution]
  - Chairs Finance Committee
  - calls meetings of the Finance Committee
  - ensures minutes of Finance Committee meetings are taken
  - monitors application of Finance Committee decisions
  - makes Finance Committee recommendations to Steering with respect to matters such as:
    - annual budget and mil rate
    - investment portfolio
    - CUASA Scholarship
    - staff salaries and benefits
5. Signing Officer of the Association [Article XI (2) CUASA Constitution]
  - one of three signing officers; two must sign each cheque
6. Minutes of Steering, Council and Annual General Meetings
  - ensures that the written record of the Association's decisions, actions and activities is accurate, complete and accessible
7. Moves acceptance of Minutes at meetings
  - as the Officer responsible for the written record, moves acceptance of all Minutes for which s/he has oversight
8. Miscellaneous
  - deals with auditor and annual audit
  - liaison with investment manager
  - liaison with affiliated bodies with respect to dues
  - signs audit documents for CAUT and OCUFA
  - signs Payroll's T4 dues certification and certification of member dues collected directly
  - supervises the office staff with respect to bookkeeping and accounting functions