



Board Position Description – Treasurer

Policy Type: Board	Approval Date: February 25, 2009
Sub-Category: Governance	Amended:
Last Review Date: November 23 2015	Next Review Date: November 2018

Term of Office and Election of the Treasurer:

The term of office is two years, renewable once. A partial term longer than 12 months is deemed to be a full term. The term of the incoming Treasurer will begin immediately following the Annual General Meeting (AGM). Also refer to the AOM Constitution.

Board Responsibilities:

- Fulfill duties as outlined in Article 5 of the AOM Constitution
- Determine and support the organization's mission, vision and values
- Ensure a strategic plan is developed and guides the operations of the AOM
- Ensure the budget adequately reflects the organization's program priorities
- Set and support policy on all non-administrative matters
- Provide financial oversight by ensuring proper financial policies are in place and an audit is conducted on an annual basis
- Provide oversight on issues of legal and regulatory compliance, ensuring that AOM's obligations are met
- Represent the AOM to stakeholders and the public as requested
- Serve on AOM Committees and/or Workgroups as required
- Prepare for, attend, and participate in approximately five regular Board Meetings per year (one of these meetings is in-person)
- Prepare for, attend, and participate in the annual two day Board intensive (Board members are asked to be off-call for this meeting only)
- Assist in the hiring and performance review process of the Executive Director as required
- Participate in the recruitment, orientation and training of new Board members
- Conduct regular performance reviews of the Board as a whole

Treasurer Responsibilities:

- As chief volunteer financial officer of the organization, provide oversight to the AOM's financial operations
- Chair the AOM Audit Committee
- Oversee preparation of the annual audit, which is conducted by an auditor approved by the membership
- Work with the Executive Director to review the audited financial statements
- Review the annual audit and answer board members' questions about the audit
- Work with the Executive Director to ensure that appropriate financial reports are made available to the Board on a timely basis
- Present the audited financial statements and financial report at the Annual General Meeting
- Sign cheques and agreements as designated by Board policy
- Approve all expense reimbursements that fall outside of the Expense reimbursement policy
- Serve on the Executive Committee
- Oversee election vote recounts when required
- Perform any other duties which the Board may, from time to time, assign

Estimated Work Hours:

Description	Estimated Hours
Board work hours (meetings, preparation)	32 hours/year
Board Intensive work hours (meetings, preparation)	18 hours/year
Audit Committee Chair	24 hour/year
Other financial issues eg liaison with auditor	36 hours/year
Executive Committee	12 hours/year

Approximate hourly commitment: 10 hours per month

Also Refer to: *Stipend Policy*
Financial Reimbursement Policy

This policy replaces: *AOM Policy – Board Descriptions – General*