

### **Treasurer**

The treasurer is elected at an Annual General Meeting for a two year term.

The duties of the treasurer include functioning as a member of the executive and assuming the following specific tasks.

1. Keeps accurate accounts of all receipts and disbursements of the Association.
2. Pays all bills of the Association.
3. Prepares annual budget for fiscal year (April 1- March 31) in collaboration with executive. Provides regular reports on the financial status of the Association to the Executive and submits same to the Secretary.
4. Prepares the books for the annual auditor's review and recommends an appropriate auditor to the Executive.
5. Provides financial reports at general and annual meetings including annual audited statement of the books.
6. Maintains the Association's bank account and investment funds as directed by the Executive.
7. Recommends an investment strategy to the Executive as needed
8. Assists the education executive member in planning the Annual General Meeting & Education Day. Specifically, as required.
9. Other duties as assigned by the President.