



Position Description – Secretary/Treasurer

Governing Style:

The Secretary/Treasurer will act in a strategic manner that emphasizes long-range vision, proactive leadership on key financial issues, and policy development that will define and guide the ongoing work of the association.

Purpose:

1. The purpose and role of the Secretary/Treasurer is to oversee the financial position of the association and to report on the financial position of the association: quarterly to the Board of Directors; and annually to the Annual General Meeting.
2. The purpose of the Secretary/Treasurer is to ensure that the records and minutes of the CHPCA Board of Directors are maintained in accordance with the By-Laws.

Responsibilities:

The Secretary/Treasurer shall:

1. Act as a member of the Executive Committee
2. Oversee and review the monthly financial statements
3. Call and preside over meetings of the Finance Committee, including development of the meeting agenda
4. Ensure that the association's financial policies are respected
5. Ensure that Secretary/Treasurer duties routinely carried out by the CHPCA staff are completed and reported to the Secretary/Treasurer
6. Present the financial statements to the bi-annual Board of Directors meetings
7. Approve the draft annual budget prior to presentation to the Board of Directors
8. Oversee the preparation of the annual audited financial statements
9. Sign the annual audited financial statements after they have been approved by the Board of Directors
10. Present the annual audited financial statements to the Annual General Meeting
11. Presents the motion at the Annual General Meeting to appoint auditors for the association

Qualifications:

1. Knowledge and experience with regard to financial principle and analysis of financial statements
2. Highly motivated with exceptional leadership qualities
3. Excellent communications skills
4. Able to work in a team/collaborative environment

Approved by the Board of Directors: April 2006