

# Treasurer - Job Description

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## Purpose of the Policy

To ensure the Treasurer is aware of their responsibilities.

**Source of authority:** Elected by the Board of Directors annually

## Description

The treasurer is one of the officers of the co-op and is usually a signing officer. The treasurer monitors the finances and makes sure the co-op keeps proper financial records. The treasurer reports regularly to members and to the board. The treasurer is a member of the finance committee.

## Responsibilities

1. The treasurer makes sure there is a clear presentation of:
  - the annual budget to the board and to the members
  - the monthly financial statements to the board
  - the audited financial statement to the board and to the members at the annual general meeting
  - the board's recommendation of an auditor to the annual members' meeting
  
2. The treasurer makes sure that:
  - the board and finance committee have all the information they need to make decisions on financial matters
  - the co-op is following its financial rules and financial policies
  - the co-op has an up-to-date set of financial records
  
3. The treasurer works with staff to ensure all housing charges and fees are received promptly.
  
4. The treasurer reviews the co-op's bookkeeping and financial controls and procedures with staff and the finance committee.

*Approved September 20, 2007*

