



AHPA Board of Directors Position Description

Treasurer

Description: Executive Committee Position. The Treasurer works with the accountant and bookkeeper to maintain full and accurate accounts of all receipts and disbursements of AHPA in proper accounting fashion. The Treasurer is responsible for submitting an annual budget and communicating AHPA's financial position at the AGM. The Treasurer will ideally have completed one year of service on the Board of AHPA **or** understand the role of treasurer.

Term: 2 year term

Tasks:

- Coordinate preparation of the AHPA annual budget with the President and present it to the Executive Committee;
- Coordinate the annual engagement review with the public accountant selected at the AGM. This may include providing feedback to the party conducting the annual engagement review, as requested and/or necessary, and in consultation with the President. Prepare, submit and present at the AGM an annual financial summary and budget, including financial summary for the past year and budget for current/upcoming fiscal year.
- Submit a report for each Board meeting, including a quarterly review of financial statements and budget;
- Monitor expenses of the Association during each financial year;
- Ensure that full and accurate accounts of the assets, liabilities, surpluses, revenues and expenditures of AHPA are kept;
- Ensure that all moneys and valuable effects are deposited to the credit of AHPA or held in safe custody in a bank or a trust company;
- Work with the accountant and bookkeeper to maintain records of all expenses/revenues;
- Ensure that the funds of AHPA are expended in accordance with the directions of the Board;
- Correspond with Board members and other individuals/organizations regarding payment, reimbursement, purchases, etc., as needed;
- Have and perform such other powers and duties, which may be assigned by the President.

