



Manual: Board of Directors

Title:	DUTIES OF THE TREASURER		No.: CA-160
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Approved by:	Board of Directors Denis M. Pelletier, Acting Chairperson 	Approved on:	2022-06-21
Facility/ Program:			

POLICY

Appointment, term, and qualities required

1. The Treasurer of the Board is elected from among the voting Board members during the Board's annual general meeting and further to a recommendation by the Governance and Nomination Committee.
2. The Treasurer must have knowledge of financial management.
3. The Treasurer fulfills a one-year term, which may be renewed.

Duties of the Treasurer of the Board of Directors

The Treasurer must:

1. Protect and control all files related to securities, funding, and financial matters;
2. Chair the Finance and Audit Committee;
3. Submit a financial report at every regular Board meeting and an annual report at the Board's annual general meeting;
4. Perform any other duties assigned by the Board.

Supersedes:	Zone 1: _____	Zone 5: _____
	Zone 4: _____	Zone 6: _____