



Role Description – Treasurer

The role Executive Committee members play is an important one. The success of the ICS Executive Committee depends on the contributions made by each of its members. In general, the expectations of an ICS Executive Committee Member will be to:

- Attend all meetings.
- Review the agenda and accompanying materials prior to attending the meeting.
- Determine the purpose of the meeting is and decide in advance how and what to contribute.
- Do not hesitate to comment, criticize constructively or disagree.
- Keep in mind that the ICS Executive Committee has authority to decide and act, not individual members.

The role and its responsibilities are outlined in detail below.

Role: Treasurer

Role Purpose:

- Manages and oversees the finances of the organization, including the Board's review of and action related to, financial responsibilities

Role Duties and Responsibilities:

- Reports to the Board on key financial events, concerns and assessment of fiscal health of the accounts
- Financial transaction oversight – being knowledgeable about who has access to the Branch's funds, and any outstanding bills or debts owed
- Ensures development and board review of financial procedures and systems

Role Deliverables:

- Ensures appropriate financial reports are prepared quarterly and reported to the Board at each meeting
- Assists the ICS Assistant in preparing the annual budget for the AGM
 - o Once budget is prepared, review same with the auditors and takes questions accordingly
- Present budget at AGM including financial report for member's approval. Advising on the fiscal health of the Branch and comparing the actual revenues/expenses incurred against the budget
- To represent ICS in the community and promote its aims and ideals

Role Time Requirements:

- Term is one year, beginning at the AGM
- Attend four Board Meetings during the year
- Attend the AGM
- Average of 1hr/week