



Canada

Board of Directors: Job Description

POSITION TITLE: Treasurer/Vice President

WHAT ARE THIS ROLE'S KEY RESPONSIBILITIES?

According to the Apra Canada By-Laws (2017), the primary duties of the Treasurer are to “be responsible for making the necessary arrangements for: (a) the keeping of such financial records, reports and returns, including books of account, as are necessary to comply with the *Societies Act* and the *Income Tax Act*; and (b) the rendering of financial statements to the Directors, Members and others, when required.”

Specific accountabilities:

- Monitor all finances of Apra Canada including investments, bank accounts and the Association's PayPal account.
- Serve as an active member of the Board of Directors and provide regular updates to the board on the financial status of the Association.
- Ensure the Association complies with all required filing with legislative bodies and CRA as needed.
- Serve as the Treasurer for the Apra Canada bi-annual conference.
- Process funds received for memberships and webinar/conference registrations.
- Liaise with the Director of Membership to verify the status of paid memberships.
- Process payments for legal expenses, bank fees, conferencing and any other expenses incurred in the day-to-day business of the Association.
- Maintain accurate records of all transactions.
- Retain and archive permanent records associated with this position.

DOES THIS POSITION INTERACT WITH ANY INTERNAL OR EXTERNAL STAKEHOLDERS? PLEASE IDENTIFY/EXPLAIN.

Yes. Interactions may occur with members, sponsors, vendors and financial institutions as part of the regular processing of payments and expenses.

DOES THE WORKLOAD FOR THIS POSITION VARY DEPENDING ON TIME OF YEAR, OR IS IT CONSISTENT?

Workload is fairly consistent, except right before webinars or leading up to the bi-annual conference when workload becomes more intensive.

DOES THIS POSITION REQUIRE ANY SPECIAL SKILLS OR KNOWLEDGE TO BE MOST EFFECTIVE?

- Experience working with financials is helpful, but not complex enough that it can't be learned.
- As one of the three Officers of the Society (including the President and Secretary), the Treasurer must be an Apra International member in good standing.