



boabc

Promoting Building Safety and Professionalism



TITLE:	ADDITIONAL DUTIES OF TREASURER	Policy No:	2.3
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1. POLICY OBJECTIVE:

- 1.1. The BOABC's finances shall be managed in accordance with the BOABC's bylaws, policies, and in accordance with the Canadian Generally Accepted Accounting Principles and Canadian Accounting Standards for not-for-profit organizations (ASNPO), with full disclosure to and oversight by Executive Committee.
- 1.2. The BOABC's Treasurer shall be responsible for safeguarding the BOABC's finances. The Treasurer shall participate and be informed of all financial matters of BOABC which may impact the approved budget or the financial health of BOABC.

2. POLICY JUSTIFICATION:

- 2.1. The Treasurer's role and responsibilities are defined in BOABC bylaws and BOA Act. For certainty, to further safeguard the BOABC financial health, the additional duties of the Treasurer to be defined.
- 2.2. To ensure BOABC's finances are managed in the best interest of its members.

3. POLICY

The BOABCs Treasurer's roles and responsibility are enshrined in the BOABC's bylaws and BOA Act. In addition to the legislated and regulated responsibilities the Treasure shall have the following additional roles and responsibilities.

- 3.1. The Treasurer shall be one of the three primary signatories on all cheques or payment vouchers to be issued by the BOABC.
- 3.2. The Treasurer shall participate and take lead role in the preparation of the BOABC Annual Budget and the five (5) year projected budget.
- 3.3. The Treasurer shall review and provide recommendations to the President for all expenditures not part of the approved budget for approval or review.
- 3.4. The Treasurer shall review and approve all monthly, quarterly, and annual financial reports.
- 3.5. The Treasurer shall provide written reports to the Executive Committee at its meetings and to the membership at the AGM outlining any financial risk or threats to BOABC.
- 3.6. The Treasurer shall present all annual financial reports and budgets to the Executive Committee at its meetings and to the membership at the AGM.

End of the Policy

Date Approved:	September 23, 2006	Signed: (Secretary)	Frankie Victor
Date Revised	April 21, 2020	Signed: (Secretary)	Trevor Welsh