

TERMS OF REFERENCE Alberta Branch Treasurer

Preamble/Purpose

The Treasurer is elected from the membership and is responsible for the conservation of the treasury. The treasurer also is part of the group which would oversee how the money is spent, either directly dictating expenditure or authorizing it as required. It is their responsibility to ensure that the organization has enough money to carry out their stated aims and objectives and that they do not overspend, or underspend. They also report to the board, the financial status of the organization to ensure checks and balances. Accurate records and supporting documentation must be kept to a reasonable level of detail that provides a clear audit trail for all transactions.

Responsibilities/Required Duties

- Collect and receive the annual CIPHI Alberta Branch Assessment and all other monies paid to the CIPHI Alberta Branch and shall be responsible for the deposit of the same in the appropriate account
- Account for the funds of the CIPHI Alberta Branch and keep such books as may be directed by the Executive Board
- Present a full detailed account of the receipts and disbursements to the Executive Board whenever requested
- Prepare for the Annual General Meeting a statement duly audited as hereinafter set forth of the financial position of the CIPHI Alberta Branch and shall provide a copy of the same to the Secretary for the records of the CIPHI Alberta Branch
- Have custody of all financial records of the CIPHI Alberta Branch
- Be responsible for the Legacy Fund Committee
- Keep a record of all purchases of required supplies
- Prepare and present an annual budget for the forthcoming year to the Executive Board of the CIPHI Alberta Branch
- Keep the financial accounts of the CIPHI Alberta Branch and provide a financial report at each Executive Board meeting and Annual General Meeting of the CIPHI Alberta Branch
- Receiving and shipping orders of materials that are sold or available for loan from the CIPHI Alberta Branch. Without limitation, this may include thermometers, pamphlets, and video cassettes
- Maintain an inventory list of the materials that are sold or available for loan from the CIPHI Alberta Branch

Membership

Regular, retired or life members are eligible to serve as a Treasurer

Length of Term

- The length of the term shall be two years
- The term length will correspond, as best as possible, with the Annual General Meeting
- An individual shall not hold the position of Treasurer for more than two consecutive terms*

**At the end of two consecutive terms, if there is no replacement that has come forward the President or Secretary will email members noting an opportunity for service. If there is no replacement available, the existing Treasurer may conduct another full Length of Term as noted above.*

Operation

As set out in the Bylaws of the Canadian Institute of Public Health Inspectors (Alberta Branch)

Benefits

As set out in the CIPHI Alberta Branch Policy, "Branch Executive and Committee Chair Benefits"

These Terms of Reference will be reviewed at least once a year and at any time requested by members of Alberta Branch CIPHI and may be amended for any purpose agreed to by the Association Executive or membership. Last reviewed: August 2019

