



DOWN SYNDROME ASSOCIATION  
NATIONAL CAPITAL REGION  
ASSOCIATION SYNDROME DE DOWN  
RÉGION DE LA CAPITALE NATIONALE

# Board Treasurer

## **Accountability**

The treasurer, as well as all other members of the board, is accountable to the Association and its members for all financial administration.

## **Authority**

The treasurer has no formal authority to direct the board or the affairs of the Association, unless otherwise authorized. Like other board members, the treasurer is entitled to make motions and vote on matters before the Association.

## **Time Commitment**

Eight to twelve hours a month

## **Term of Office**

Two-year term, renewable

## **Responsibility**

The secretary is responsible for overseeing the financial matters of the Association in line with good practice and in accordance with the governing document and legal requirements. He/she must also report to the board of directors every meeting about the financial health of the Association.

## **Primary Duties**

In addition to the duties of every board member, the treasurer is responsible for:

- Overseeing and presenting budget and financial statements to the board of directors
- Book keeping for the Association
- Preparing cheques and acting as a counter-signatory
- Paying invoices in a timely manner
- Taking care of bank deposits
- Issuing charitable donation tax receipts
- Sitting on the governance committee
- Liaising with the Association accountant and lawyer to ensure that the annual accounts are compliant with the CRA guidelines and to submit any required forms to CRA in an accurate and timely manner



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- Preparing and presenting the financial report at the Annual General Meeting

## **Qualifications**

The treasurer of the board must have:

- All the qualifications required to be a board member
- Sufficient time to devote to his/her duties
- An understanding of book keeping practices
- Good organization skills

Prior knowledge of Quick Books or other accounting software is an asset.

## **Evaluation**

The performance of the treasurer is evaluated annually in the context of the evaluation of the whole board and is based on the carrying out of duties and responsibilities as outlined above.