

Terms of Reference - Secretary/Treasurer

To oversee the financial administration of the Institute, review procedures and financial reporting, and advise the Executive Board on financial strategy. To report to the Executive Board and Members on financial status of the Institute. To keep the records of the Institute properly and in good order.

Included in the Bylaws

Officer

- Secretary-Treasurer shall be an executive officer of the Institute
- Shall hold office for two (2) years from date of election, or until a successor is elected or appointed in their stead

Responsibility

- Ensure the receipt and disbursement of the funds
- Oversee the financial affairs of the Institute, in accordance with the provisions of the Bylaws and approve expenditures as provided by resolution of the Executive Board of Directors
- Attend all Executive Board of Directors meetings and provide a financial report on the current status of the corporation
- Keep records of all meetings of the Executive Board of Directors and National Council
- Keep the seal of the Institute

Not in the Bylaws

- Manage the Executive Board's review of and action related to the Board's financial responsibilities
- Work with the senior operations staff to ensure that appropriate financial reports are made available to the Executive on a timely basis
- Prepare the annual budget for presentation and approval by the Executive Board of Directors
- Present a financial report at Council Meetings and at the Annual General Meeting
- Review of monthly financial statements
- Approval of monthly payables
- Oversees development of financial policies and procedures and their review by the Executive Board
- Regular financial reports for the Executive Board outlining current financial situation, looking at possibilities for the future, and potential risks or opportunities
- To act as Executive Liaison to national committee(s) and chapter(s) as outlined by the National Executive Board, on an annual basis
- Perform such other duties as may be provided in the Bylaw or may be prescribed by the Executive Board of Directors

Delegation

The Secretary-Treasurer may delegate execution of any of his/her duties to the Institute's management or such other individual(s) as required or appropriate unless such delegation is prohibited by the Institute's governing legislation, regulation, by-laws or this policy. The Secretary-Treasurer, however, remains responsible at law for ensuring his/her duties are carried out properly and in good order.

Criteria:

- Someone with financial accounting background and not for profit experience (if not practical or feasible, someone with relevant experience, such as budgeting and record-keeping with non-profits); basic understanding of accounting and working knowledge of laws governing the organization's operation*

Approved – CCI-N Executive Board, April 19, 2016