# Treasurer

**ROLE DESCRIPTION:** Reporting to the President, the Treasurer is a Director and Officer of the Chapter and shall have prime responsibility for financial aspects and operations of the Chapter. Responsible for maintaining and presenting all financial records required for chapter operations in accordance with chapter and bylaws.

**ROLES AND RESPONSIBILITIES:**

## Maintain Chapter Accounts

* Maintain the Chapter accounting system, financial records.
* Maintain the general ledger and associated sub-ledgers.
* Process invoices, expense reports and prepare cheques for payment. Maintain cheque register.
* Process cash, cheques and credit card receipts from dinner meetings and other events.
* Prepare bank deposit slips and make deposits.
* Reconcile bank statements and maintain adequate cash balance.
* Reconcile PMI HQ DEP records for Chapter dues with US dollar payments received.
* Assist external auditor as required.
* Maintain bank relationships regarding accounts, credit card processing and investment account.
* Prepare monthly and annual financial statements including a balance sheet and income statement.

## Financial Records

* Establish and maintain secure custody of all receipts, funds and financial records of the Chapter.
* Ensure that there is proper supporting documentation for purchases and expense reimbursements.

## Execute Financial and Legal Agreements

* Ensure agreements to be executed by the Chapter are appropriate and legally acceptable.
* Execute financial and legal agreements (e.g. venues, suppliers) on behalf of the Chapter.
* Maintain financial and legal agreements.
* Establish and maintain major supplier relationships (e.g. venue, advertising, professional services)
* Provide appropriate contract administration.

## Insurance

* Ensure that appropriate Chapter insurance (e.g. ‘blanket’ coverage from PMI-HQ, event specific insurance forms) is in effect and current including required notifications for each Chapter event.

## Receipts, Payments and Cash Management

* Provide registration, cash and credit card services as appropriate for each Chapter event.
* Ensure receipts are properly collected, recorded and deposited in a timely manner.
* Pay bills that have been properly approved. Bills over $500 require the signature of two Officers.
* Maintain an appropriate cash balance and reconcile chequing accounts.
* Maintain and reconcile credit card account.
* Maintain and reconcile investment account. Transactions require approval of at least two Officers.
* Maintain appropriate records for any deposits (e.g. venue reservations).

## Financial Statements, Budgets and Audit

* Review and approve event profit/loss statements for each Chapter event.
* Table report at each Board meeting identifying current year budget, and actual expenditure to date.
* Prepare Chapter financial statements (i.e. balance sheet and revenue/expense statements) for each regular meeting of the Board and the AGM.
* Coordinate the Annual Budget process for the development and approval of the Board, and submission to the membership before each AGM.
* Update 3-year Budget for Board and PMI-HQ.
* Arrange for and coordinate external audit of the Chapter finances. Distribute the audited report to the Board and membership as required.

## Notifications and Filings

* Notify PMI-HQ of any changes to dues by the specified date (September 1st).
* Ensure that any necessary income and HST tax filings required by Canadian law are prepared and filed on time.
* Notify NS Registrar of any changes to Board members and contact information.

## Chapter Bookkeeper

* In coordination with VP Operations, direct and supervise Chapter Bookkeeper in support of the roles outlined above.

## Other Treasurer Duties

* Prepare and present a status report at each Board meeting.
* Prepare and present the Treasurer’s section of the Annual Report to the membership.

**STRATEGIC AND BUSINESS MANAGEMENT SKILLS:**

* Accounting Software/Tools (e.g. Quick Books, Excel)
* Knowledge of Financial Planning
* Analytical Thinking
* Knowledge of Generally Accepted Accounting Principles (GAAP)
* Documentation Skills/Financial Record Keeping

**LEADERSHIP SKILLS:**

* Decision Making
* Technical Tools Skills
* Time Management Skills
* Skilled in Strategic Planning and Process Execution