

# **Treasurer Role Description**

GOV001D

## **Authority and Responsibility**

The Board of Directors is legally responsible for the Society of St. Vincent de Paul on Vancouver Island. As a member of the Board of Directors, a Director acts in a position of trust and responsibility for the effective governance of the Society.

## **Position Title**

Treasurer of the Board and Particular Council

## **Term**

3 year term, with a maximum 2 consecutive terms

## **Requirements and Abilities**

In addition to a Director:

- Understanding of the financial operations of a large non-profit organization
- Previous experience as a Board Director is helpful but not required
- Accounting Designation is preferred but not required

## **Key Responsibilities**

In addition to Director responsibilities:

- Chair the Finance Committee
- Participate in planning for the organization
- Review financial statements and monitor the financial activities of SVDP
- Key contact between the Board/Particular Council and the Financial Auditor
- Work with the auditor and Executive Director in review and presentation of annual audited/review financial statements

## **Duties**

In addition to Director duties:

- Hold and attend regular Finance committee meetings and provide the Board/Particular Council regular reports on the financial position of SVDP
- Act as a signing authority if a voting member of the Society

Passed by Board: January 26, 2012