



TERMS OF REFERENCE

AFP OTTAWA BOARD TREASURER

Creation Date: March 8, 2017

Revision Date: March 8, 2020

Purpose/Role:

The function of the treasurer is to ensure the integrity of the fiscal affairs of the Association. The treasurer serves on the board of directors and Executive Committee.

Responsibilities:

- Chair of the Finance Committee;
- Ensure that the Association maintains accurate financial records;
- Ensure all board financial policies are followed;
- Assist in the preparation of the annual budget; in conjunction with the Finance Committee to review and distribute, to appropriate parties, to submit to the board and Executive Committee membership;
- Monitor Association expenditures to ensure operation within the annual budget;
- Review financial documents of the organization;
- Ensure that regular financial reports are submitted to the board and Executive Committee membership;
- Provide for an independent annual audit of AFP finances, and exercise fiduciary responsibility for the Association. The Finance Committee to oversee, review and distribute, to appropriate parties, financial audits by an accountant or financial professional;
- Ensure that AFP staff regularly updates personnel policies to reflect and address changes in labor laws;
- Serve as Ex-Officio on the AFP Foundation for Philanthropy Finance and Investment Committee;
- Fulfill other functions assigned to members of the AFP Executive Committee as appropriate.

Membership:

- The member of the AFP Ottawa Chapter Board of Directors;
- The member of the AFP Ottawa Chapter Board Executive.
- Chairs the AFP Ottawa Chapter Finance Committee
- AFP Ottawa Chapter member

Accountability:

- There are no additional board members/chairs accountable to the AFP Ottawa Chapter Secretary.
- There are no committees or volunteers under this board position.

Meeting schedule and Time Commitment:

- The AFP Ottawa Chapter Treasurer is expected to attend:
 - Monthly Board of Directors meetings
 - Monthly Executive meetings,
 - Reoccurring finance committee meetings,
 - The Annual General Meeting (typically scheduled in May of each year),
 - The AFP Board Orientation Meeting, (typically scheduled in June of each year).

Policies: Reference AFP Ottawa Chapter by-laws

Evaluation: The terms of reference shall be reviewed annually from the date of approval. They may be altered to meet the current needs of all committee members, by agreement of the majority.