



## Job Description – PAN Treasurer

### Responsibilities of PAN Treasurer

#### **POLICY:**

The Treasurer is elected by the Board of Directors, to serve at the will of the Board of Directors, and may be removed at any time by the Board of Directors.

#### **REQUIREMENTS:**

1. Understanding of financial accounting for nonprofit organizations.
2. Personal commitment to devote the time necessary to perform the responsibilities of Treasurer.

#### **DUTIES:**

1. Attends all meetings of the Board of Directors.
2. Serves on the Executive Committee if one exists.
3. Serves as Chair of the Finance Committee (Executive Director (ED), PAN Financial Manager, any other board directors).
4. Manages, with the Finance Committee, the Board's review of, and action related to, the Board's financial responsibilities.
5. Works with the ED and PAN Financial Manager to ensure that appropriate financial reports are made available to the Board on a timely basis.
6. Presents the annual budget to the Board for approval.
7. Reviews the annual audit and answers board members' questions about the audit.
8. Works with the Finance Committee to develop Fiscal Policies for recommendation to the Board to ensure the financial integrity and sustainability of the organization.
9. Keeps currently informed of legal, regulatory and sector developments relating to the Board's financial responsibilities.
10. The Treasurer may be designated by the Board of Directors and/or bylaws as one of the signing officers for certain documents. In this capacity, the Treasurer may be authorized or required to sign or countersign cheques, correspondence, applications, reports, contracts or other documents on behalf of organization.