

Orthopaedic Division Executive Roles and Responsibilities

Treasurer

Responsible for	<p>The Treasurer shall be responsible for:</p> <ul style="list-style-type: none">• serving as one of the signing officers of the Division;• banking all monies received by the Division;• examining all accounts and bills;• submitting all accounts and bills to the Executive Committee for approval of payment;• keeping accurate records of all financial transactions of the Division;• providing the Executive Committee with a bank reconciliation and financial statement at monthly intervals;• Researching investment options and providing information to Executive for decision making;• preparing the annual budget in consultation with the Executive Committee;• having the books audited at the end of the fiscal year, and at the end of the Treasurer's term of office;• presenting the audited annual balance sheet and related statement of receipts and disbursements, to the AGM;• performing such other duties as may be assigned by the Executive Committee.
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Requirements	<ul style="list-style-type: none">• Physiotherapist• Proven leadership work experience in a committee or similar role• Experience with Finances including creating budgets and financial interpretation• Solid knowledge of Division procedures• Experience with office management software like MS Office (MS Excel and MS Word, specifically)• Strong organization skills with a problem-solving attitude• Excellent written and verbal communication skills• Attention to detail
Term of Appointment	3 Years AGM to AGM