

Treasurer

Responsible for	The Treasurer shall be responsible for: • 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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Orthopaedic Division Executive Roles and Responsibilities

Requirements	• 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	2 years AGM to AGM +1 year as Past Treasurer