

Treasurer Job Description

The treasurer is an officer of the co-op and is appointed by the board. The treasurer monitors the finances and makes sure that the co-op keeps proper financial records. The treasurer reports regularly to the board and members and is a signing officer.

The treasurer is a liaison to the finance committee.

Responsibilities

The treasurer makes sure there is a clear presentation of:

- the annual budget to the members,
- the monthly financial statements to the board,
- the audited financial statement to the board and to the members at the annual general meeting,
- the board's recommendation of auditor at the annual members' meeting.

The treasurer makes sure that:

- the board and finance committee have all the information they need to make decisions on financial matters,
- the co-op is following its rules and financial policies,
- the co-op has an up-to-date set of financial records. • all financial and other paper correspondence is handled properly and distributed and/or processed accordingly.

The treasurer also works with the finance committee, Management Company and staff to solve any problems that come up and to develop new procedures as they are needed.

Effective date November 16, 2021