

TREASURER JOB DESCRIPTION

- The Treasurer is normally elected at the Annual General Meeting for a term of one year. Two years in the position is recommended.
- The Treasurer is a member in good standing of the CSD and agrees to work toward fulfilling the purposes of the Society.
- The Treasurer is a Director and is encouraged to contribute to the decision making process with personal suggestions and questions.
- The secretary may be empowered by the Board of Directors to carry out his/her affairs of the Society generally under the supervision of the officers.

Duties Include

- The Treasurer maintains financial records for the CSD organization.
- The Treasurer has custody of the funds and securities of the Society.
- The Treasurer will keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Society in the books belonging to the Society
- The Treasurer will maintain financial records using the CSD computer and accounting software.
- Having signing authority, he/she is able to deposit and withdraw funds from the CSD accounts as directed by proper authority from the Board.
- CSD financial balance and profit/loss sheets are maintained by the treasurer for purposes of CSD financial audits and presentation to the CSD membership at the Annual General Meeting.
- Shall attend all meetings where he/she will review new CSD financial business and overview of current financial status.
- Will record information regarding CSD financial record audits.
- Assists with the coordination and running of the annual CSD Convention.
- Reasonable expenses for supplies or services incurred by the Treasurer will be reimbursed. Submit receipts or statement to the CSD Treasurer.
- Reasonable expenses for travel to attend CSD Board meetings will be reimbursed. For travel by personal vehicle, gas expenses are reimbursed.
- The Treasurer will receive free registration, accommodation, meals and parking at the Annual Convention/Annual General Meeting.
- As a Director, the Treasurer may receive special rates for CSD sponsored workshops.
- When leaving this position with the CSD Board, will assist with the transition to the person taking over this role.