



# Canadian Institute for Procurement and Materiel Management Institut canadien d'approvisionnement et de gestion du matériel

## Position Description Treasurer

The Treasurer is a member of the Board of Directors and an officer of the Executive Committee. The Treasurer manages the finances of the Corporation, including the Board's review of and action related to financial responsibilities.

### Responsibilities:

- Reports to the Board.
- Participates actively on the Executive Committee.
- Participates in Board meetings and Committee meetings.
- Keeps the President and Board members apprised of important issues.
- Provides leadership to the Board of Directors in fulfilling its financial responsibilities.
- Helps guide and mediate Board actions with respect to Corporation's financial priorities and governance concerns.
- Oversees development, Board approval and administration of the annual budget.
- Consults Committee Chairs for budget updates.
- Ensures appropriate financial reports are made available to the Board.
- Regularly reports to Board on key financial events, trends, and concerns.
- Ensures development and Board review of financial policies and procedures.
- Oversees annual audit process.
- Identifies any significant variances or concerns in the overall budget.
- Manages the Corporation's investments.
- Evaluates on a regular basis the financial performance of the Corporation in achieving its financial objectives.
- Monitors financial planning and financial reports.