

**Position:** Treasurer, Officer and Director of the Corporation

**Prerequisite:** Be a member in good standing with the IMSA International, IMSA Ontario Trillium Section, and previously held the position of Director for a minimum of three (3) terms, or appointed by the Board of Directors.

**Amount of time required for position:** Fifteen (15) hours per month. This does not include mandatory in person meetings, to be held four (4) times per year, the rest of the meetings would be held virtually. On site meetings are usually one half day each, virtual meetings are usually three (3) hours each.

Members of the Board of Directors shall be expected to attend a minimum of seventy percent (70%) of all regularly constituted meetings of the Board of Directors. The Board may excuse a member from complying with such attendance requirements in extraordinary circumstances. The Board Chair shall review the attendance record of each Board member and shall follow up with any Board member who does not comply with attendance expectations. A non-compliant Board member who fails to improve attendance may, by resolution passed by at least two-thirds (2/3) vote, be removed from the Board before the expiration of his/her term for not properly discharging his/her responsibilities. (Section 7.09 Meeting Attendance - Ontario Trillium section By-Laws)

**Duties:** The Treasurer shall facilitate the Board in undertaking the following or act as Chair the Finance and Audit Committee to assume these responsibilities;

- monitoring the annual and projected financial position of the Corporation
- reviewing the internal controls of the Corporation
- reviewing the outcomes of the annual audit and any recommendations in the Management Letter of the Auditor
- evaluating the performance of the Auditor
- reviewing service contracts of funders; and making any recommendations to the Board regarding stability, viability and financial risk
- responsible for co-signing authority on Section expenditures
- responsible for the banking activities of the Section
- report bank account statements and balances at each Executive meeting
- approve and forward all Invoices to the Bookkeepers for payment to vendors, Moderators and others
- act as liaison between the Section Accountants and Bookkeepers and the Audit Committee



Advancing the Future of Public Safety

- respond to information requests from the Section Accountants and Bookkeepers
- responsible to issue Newsletter Ad Invoices in co-ordination with the Advertising Chair
  
- responsible to issue Booth Rental Invoices for the Traffic Expo in co-ordination with the Event Chair
- Update Corporation info in the Service Ontario Account as required
- Process Credit Card payments for fees related to schools and events\*

\*This is currently completed by Denise Senos at Sentinel Traffic

**Position Description of the Treasurer**

(a) Role Statement

The treasurer works collaboratively with the president and management, if any, to support the Board in achieving its fiduciary responsibilities.

(b) Responsibilities

**Custody of Funds:** The treasurer shall be bonded and have the custody of the funds and securities of the Corporation and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Corporation in the books belonging to the Corporation and shall deposit all monies, securities and other valuable effects in the name and to the credit of the Corporation in such chartered bank or trust company, or, in the case of securities, in such registered dealer in securities as may be designated by the Board from time to time. The treasurer shall disburse the funds of the Corporation as may be directed by proper authority taking proper vouchers for such disbursements, and shall render to the Chair and directors at the regular meeting of the Board, or whenever they may require it, an accounting of all the transactions and a statement of the financial position, of the Corporation. The treasurer shall also perform such other duties as may from time to time be directed by the Board.

**Board Conduct:** Maintain a high standard for Board conduct and uphold policies and Bylaws regarding Directors' conduct, with particular emphasis on fiduciary responsibilities.

**Mentorship:** Serve as a mentor to other Directors.

**Financial Statement:** Present to the Members at the annual meeting as part of the annual report, the financial statement of the Corporation approved by the Board together with the report of the auditor or of the person who has conducted the review engagement, as the case may be.

(Section 24.04 Position Description of the Treasurer - IMSA Ontario Trillium section By-Laws)

Shall utilize the IMSA Ontario Trillium Section file server for all files, (currently Google Drive).