



POSITION DESCRIPTION	SECRETARY/TREASURER GP 12.2
GOVERNING STYLE	
The Secretary/Treasurer will act in a strategic manner that emphasizes long-range vision, proactive leadership on key financial issues, and policy development that will define and guide the ongoing work of the association.	
PURPOSE	
<ol style="list-style-type: none">1. The purpose and role of the Secretary/Treasurer is to oversee the financial position of the association and to report on the financial position of the association: quarterly to the Board of Directors; and annually to the Annual General Meeting.2. The purpose of the Secretary/Treasurer is to ensure that the records and minutes of the CHPCA Board of Directors are maintained in accordance with the By-Laws.	
RESPONSIBILITIES	
The Secretary/Treasurer shall: <ol style="list-style-type: none">1. Act as a member of the Executive Committee2. Oversee and review the monthly financial statements3. Call and preside over meetings of the Finance Committee, including development of the meeting agenda4. Ensure that the association's financial policies are respected5. Ensure that Secretary/Treasurer duties routinely carried out by the CHPCA staff are completed and reported to the Secretary/Treasurer6. Present the financial statements to the bi-annual Board of Directors meetings7. Approve the draft annual budget prior to presentation to the Board of Directors8. Oversee the preparation of the annual audited financial statements9. Sign the annual audited financial statements after they have been approved by the Board of Directors10. Present the annual audited financial statements to the Annual General Meeting11. Present the motion at the Annual General Meeting to appoint auditors for the association12. Sign the approved minutes of each Board of Directors meeting after the meeting minutes have been approved by the Board of Directors and will ensure that the minutes are maintained at the CHPCA office.	
QUALIFICATIONS	
<ol style="list-style-type: none">1. Knowledge and experience with regard to financial principles and analysis of financial statements2. Highly motivated with exceptional leadership qualities3. Excellent communications skills4. Able to work in a team/collaborative environment	
DATE OF FINAL APPROVAL: OCT. 2008	
APPROVED BY: BOARD OF DIRECTORS	
DATE OF LAST REVIEW: OCTOBER 2016	
DATE OF LAST RE-APPROVAL: OCTOBER 2016	
NEXT REVIEW DATE: OCTOBER 2019	