

**POSITION TITLE:** Treasurer

**TERM:** Elected Position. One year with a maximum of two consecutive terms

**APPROVAL:** 08 Oct 2018

**LATEST REVISION:** N/A

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## **Outline**

The Treasurer is a member of the Section Executive Committee (Chair, Vice-Chair, Treasurer and Secretary) and is responsible for financial administration in the Section. The treasurer is supported by the Vice-Treasurer.

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## **ACTIVITIES**

### January

- Meet with the Section Executive to plan the year's activities and the Chair's overall agenda.
- Send an email to Committee members requesting budgets to be prepared for February or March meetings. Provide a budget template in the email.
- Outgoing Treasurer or continuing Treasurer to complete L50 activities for reporting to IEEE in January.
- Outgoing Treasurer or continuing Treasurer to complete all transactions on NetSuite for the previous year. If outgoing this must be completed prior to passing over responsibility for the accounts to the new treasurer.

### January – December, monthly

- Reimburse expenses as submitted as per budget allocations

### February – November, monthly

- Prepare a treasurer report and update section budget for each Committee meeting.

### Quarterly

- Prepare Business Activity Statement (BAS)

### June

- Ensure that a date and venue is chosen for the AGM (usually held in November).
- Book venue.

### November

- Prepare treasurer report for AGM
- Deliver treasurer report at AGM
- If newly elected, commence competition of financial paperwork and undergo any training required

### December

- If newly elected, complete any transition requirements as necessary
- Arrange for transfer of BAS and bank account signatures for new officers