

## Terms of Reference Alberta Branch Treasurer

### Preamble/Purpose

The Treasurer is elected from the membership and is responsible for conservation of the treasury and for generating income for the group. The treasurer also is part of the group which would oversee how the money is spent, either directly dictating expenditure or authorizing it as required. It is their responsibility to ensure that the organization has enough money to carry out their stated aims and objectives, and that they do not overspend, or under spend. They also report to the board meetings the financial status of the organization to ensure checks and balances. Accurate records and supporting documentation must be kept to a reasonable level of detail that provides a clear audit trail for all transactions.

### Responsibilities/Required Duties

- Collect and receive the annual Association monies paid to the Association and shall be responsible for the deposit of the same in what ever chartered Bank, Trust company, Alberta Treasury Branch, or Credit Union the Executive Board may order.
- Account for the funds of the Association and keep such books as may be directed by the Executive Board.
- Present a full detailed account of the receipts and disbursements to the Executive Board whenever requested.
- Prepare for the Annual General Meeting of the Association a statement duly audited as hereinafter set forth of the financial position of the Association and shall provide a copy of the same to the Secretary for the records of the Association.
- Have custody of all financial records of the Association.
- Be responsible for detailed account of CIPHI AB investments.
- Keep a record of all purchases of required supplies.
- Prepare and present an annual budget for the forthcoming year to the Executive Board of the Association.
- Keep the financial accounts of the Association and provide a financial report at each Executive Board meeting and Annual General Meeting of the Association.
- Receiving and shipping orders of materials that are sold or available for loan from the Association. Without limitation, this may include thermometers, pamphlets and any other education materials.
- Maintain an inventory list of the materials that are sold or available for loan from the Association.

### Membership

Regular, retired or life members

### Length of Term

The Length of term shall be two years.

### Operation

As set out in the Bylaws of the Canadian Institute of Public Health Inspectors (Alberta Branch).

## Benefits

Association Executive who meets the criteria as set out in the Terms of Reference is eligible for the following:

- 1) Full reimbursement for CIPHI membership dues
- 2) Full reimbursement of CIPHI branch workshop registration (early bird)
- 3) Full reimbursement for cost incurred for branch executive meetings
- 4) Full reimbursement for cost incurred for Association Meetings.
- 5) 75 % of Branch golf tournament registration fee (early bird).
- 6) 75 % of Branch sponsored social event
- 7) Full reimbursement on AEC registration per term (early bird)

These terms of Reference will be reviewed at least once a year and at anytime requested by members of Alberta Branch CIPHI and may be amended for any purpose agreed to by the Association Executive or membership.

Last reviewed: October 2016

