

Terms of Reference

Position Reference	Policy Number
Job Description	PR-3
Treasurer	Date of Approval
	June 20, 2012
Responsible Authority	Date of Revisions
CMLTM Council	March 22, 2017
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Responsibilities of the CMLTM Council Treasurer include the following:

1. An active member of the CMLTM Council.
2. Regularly reviews the Legislation, By-Laws and Regulations governing the CMLTM.
3. Review all Council meeting documents prior to the meeting and regularly attend Council meetings.
4. Member of the Executive Committee and Chair of the Finance Committee.
5. Assists the CEO in the management of the finances of the organization.
6. Provides a monthly review of the financial statements, including updates on finances and investments at each Council meeting and deals with issues arising from the review.
7. Prepares the Annual CMLTM Budget with the Registrar/CEO.
8. Presents the Annual CMLTM Budget at the AGM.
9. Participates in the review of the investment policies and insures that the CMLTM Council is following the established financial policies as an advisor to Council on decisions on spending.
10. Assists the CEO in the recommendations of auditors.
11. Is one of three signing authorities for the CMLTM.
12. Attends sessions with the accountant as needed.
13. Attends Council training and strategic planning as needed.
14. Performs other duties as required by the Council.