



JOB DESCRIPTION FOR THE AFP CANADA TREASURER

The function of the treasurer is to ensure the integrity of the fiscal affairs of AFP Canada. The treasurer serves on the AFP Canada board of directors and executive committee.

Responsibilities are to:

1. chair the finance & audit committee, including the development of the meeting agenda;
2. ensure AFP Canada maintains accurate financial records and is in compliance with CRA remittance regulations;
3. ensure all board financial policies are followed;
4. assist in the preparation of the annual budget in conjunction with the finance & audit committee to review and distribute to appropriate parties for review and to submit the budget to the board and executive committee membership;
5. review monthly financial statements to monitor expenses and revenue against budget;
6. ensure that quarterly financial reports are submitted to the board and executive committee;
7. Ensure that an annual audit takes place. Lead the finance & audit committee to oversee the audit process, review and distribute, to appropriate parties, audited financial statements;
8. serve as ex-officio on the AFP Global finance committee;
9. actively identify potential board members for succession planning and review committee rosters for viable candidates for the nominating committee consideration;
10. sign the annual audited financial statements after they have been approved by the board of directors;

11. presents the motion to the board of directors to recommend the appointment of auditors for AFP Canada as required by law;
12. ensure that treasurer duties routinely carried out by the AFP staff are completed and reported to the chair;
13. fulfill other functions assigned by the AFP executive committee as appropriate.