

Medical Mercy Canada

Position: Treasurer

Responsibilities:

1. Ensure that all monies collected and paid to the Society are deposited to a chartered bank, treasury branch or trust company chosen by the Board
2. Serve on the Executive Committee.
3. Provide a detailed account of revenues and expenditures to the Board as requested
4. Give regular reports to the Board on the financial state of the organization.
5. Keep financial reports on file.
6. Chair the Finance Committee.
7. Orient the new Treasurer.
8. Act as signing officer, with another officer or Executive Director for cheques and other documents.
9. Oversee the financial functioning of the organization and provide reports for the board.
10. Ensure all MMC financial policies are communicated, adhered to and reviewed annually.
11. Oversee the appointment of an independent audit from an outside accounting firm.
12. Ensure that the audited financial statements of the Society are prepared and presented to the AGM
13. Ensure that all employee deductions are remitted.
14. Keep accurate accounts of Board receipts and disbursements for Board-related expenditures.
15. Speak for the budget in partnership with the executive director and Finance Committee.
16. Ensure all necessary financial reports are filed.
17. Carries out other duties as assigned by the board.

Review Date and Approval Date

The Board of Directors annually reviews the Treasurer Job Description.

Approval Date: November 15, 2016

Review Date: September 19, 2017