

FUNCTION:

The Treasurer maintains responsibility for receipt and disbursement of all funds of the Association; establishment and maintenance of appropriate records of all financial transactions; ensuring all expenditures are made within the specifications of approved budgets and have been properly incurred according to the policies of the Association; facilitating the work of the auditor appointed to prepare the financial audit of the Association, and presenting the findings of the auditor to the membership; and developing and maintaining, in consultation with the executive, a budget for the Association.

TERM:

The Treasurer is elected to the Executive Committee for a two-year term and is eligible for re-election, but to no more than two consecutive terms in the same position.

REQUIREMENTS / QUALIFICATIONS:

- Must be an active practitioner of institutional research, planning and assessment in a Canadian setting.
- Must commit to attend all annual conferences during their term of office.
- Must commit to attend all mid-term Board meetings during their term of office.
- Prepare for and participate in discussion and deliberations of the Board.
- Be familiar with the Association's financial policies and procedures.
- Have good communication and written skills.
- Have knowledge of, or a willingness to learn, the Constitution, the By-laws and the activities of the Association, and publicly support them.

DUTIES:

- Approve and code transactions and submit to AUCC for entry into their financial system
- Issue invoices for membership fees if required by members
- Forward member contact information to the Vice President
- Review CIRPA's monthly financial statements from AUCC to ensure all transactions have been entered and are properly coded.
- Grant permission to the auditor to review the CIRPA records maintained by AUCC
- Provide financial information to auditors if requested
- Receive the auditor's report and management letter, distribute to the Executive Committee and ensure any issues are addressed
- Present the findings of the auditor to the membership at the AGM
- Draft an initial budget for consideration by the Executive
- Once approved by the Executive, present initial budget to members at the AGM.
- Offer advice to the Executive on the provisions of draft contracts for conference sites.
- Complete and submit Industry Canada Form 3 - Annual Summary along with required payment (deadline June 1).