

HASTINGS COUNTY HISTORICAL SOCIETY

SCHEDULE B of BY-LAW No. 1

POSITION DESCRIPTION of the TREASURER

General Role Statement

The Treasurer works collaboratively with the President and the Directors to support the Board in achieving its fiduciary responsibilities.

Responsibilities

1.01 - Custody of Funds

The Treasurer:

- a. shall have the custody of the funds and securities of the Society;
- b. keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Society in the books belonging to the Society;
- c. disburse the funds of the Society as may be directed by proper authority taking proper vouchers for such disbursements;
- d. deposit all monies, securities and other valuable effects in the name, and to the credit of the Society in such chartered bank or trust company, or in the case of securities, in such registered dealer in securities as may be designated by the Board from time to time;
- e. may withdraw any and all securities so deposited from time to time, only upon the written order of the Board of Directors of the Society, signed by such officers or agents of the Board and in such manner as shall time to time be determined by resolution of the Board of Directors. Such authority may be general or confined to specific instances.

The institutions selected as custodians of the Board of Directors shall be fully protected in acting in accordance with the directions of the Board of Directors and shall in no event be liable for the due application of the securities so withdrawn from deposit or the proceeds thereof.

1.02 - Financial Reporting

The Treasurer:

- a. shall render to the President and Directors at the regular meeting of the Board, or whenever they may require it, an accounting of all the transactions and a statement of the financial position of the Society;
- b. present to the Members at the Annual Meeting as part of the Annual Report, the financial statement of the Society, approved by the Board, together with the report of the person who has conducted the review of the financial statements.

1.03 - Other Duties

The Treasurer shall perform such other duties as may from time to time be directed by the Board.

2.01 - Board Conduct

- i. maintain a high standard for Board conduct;
- ii. uphold policies and by-laws regarding Directors' conduct with particular emphasis on fiduciary responsibilities;
- iii. serve as a mentor to other Directors.