



TREASURER

JOB DESCRIPTION

Elected by all members

Mandate: 3 years + the possibility for being extended for one more 3-years period

Tasks/Duties:

- Keep proper bank accounts in the name of the Association
- Be sure that the financial records will permit a successful audit
- Update the membership register according to paid membership fees
- Prepare a Financial Report for the General Council Meeting
- Prepare for the General Council meeting a budget proposal for the next two-year period
- Make sure that the incoming Treasurer has a full picture of the Treasurer's duties and, if necessary, ensure that a new bank account is set up properly and all monies successfully transferred