



The Treasurer:

- Manages CSHP- NL's finances as per the Branch Financial Policy (Section B).
- Provides a report of the Branch's finances at each Council meeting and each General meeting held by the Branch.
- Liaises with the CSHP Official Treasurer and Finance staff.
- Acts as custodian of Branch finances and maintains accurate and ongoing electronic records of the Branch's income and expenditures.
- Prepares an annual budget for submission to Branch Council.
- Collects receipts and organizes reimbursement for Branch officers and authorized members for travel and other expenses incurred while conducting Branch business (See Expense Claim Form).
- Ensures Branch funds are dispersed in accordance with the Branch Council directives.
- Presents year-end financial statements to the Branch Council for approval at least one month prior to the General Meeting.
- Presents year-end financial statements listing receipts and disbursements for the previous year for distribution at a General Meeting held by the Branch.
- In conjunction with the Branch President, prepares and submits sponsorship requests on behalf of the Branch and sends thank you letters to Branch sponsors.
- Provides orientation to the incoming Treasurer, communicating duties and responsibilities.
- Annually reviews the policies, procedures and Position Description for the Treasurer and makes recommendations for revisions to Branch Council by March 31.
- Performs other duties as assigned by the President or Branch Council.