



Job Description

Officer Position: TREASURER (Elected annually at Fall HOD. One year term, renewable.)

Rationale: The District Treasurer is the financial manager of the District budget, working in concert with the VP Finance. He ensures that financial records are maintained by the VP Finance, analyzes expenditures, reviews financial statements and presents them to the Board. He is cognizant of Provincial and Federal Regulations and policies regarding charitable organizations. He ensures that generally accepted accounting principles are followed.

- Tasks & Responsibilities:**
1. Form and chair a committee, in size and scope at his discretion, to assist him in carrying out his duties.
 2. Review the draft and final versions of the annual District budget from the report submitted by the VP Finance.
 3. Submit financial reports to the BOD and HOD as required.
 4. Review all reports presented by the VP Finance for the District Awards Program, Leadership Academy, District Conventions, Harmony College North, Top Gun program, Director Schools, Society Staff Visits, special training seminars and workshops, Contest and Judging programs and activities and Harmonize for Speech.
 5. Assist with planning and supervision of all programs developed to control the costs of doing business internationally and domestically.
 6. Work closely with the finance committee, VP of Finance and the President to ensure the financial viability of the District and its chapters under auditing procedures approved by the BOD.
 7. Serve as chairman of special task forces on finances established from time to time by the BOD.
 8. Maintain the approved District Expense Policy and liaise with Society finance officials.
 9. Attend all Board meetings and the Society's annual Leadership Forum when invited.
 10. Attend and represent the BOD at the Harmonize for Speech Trustees' meetings.
 11. Prepare an annual budget proposal and submit it to the VP Finance for inclusion in the preparation of the District Budget.
 12. Prepare and file the District's annual income tax return – T3010

Directly Communicates with: District President, BOD, District VP Finance, DMT, committee chairmen and the Society Director of Finance and Administration.

Reports Required			
Type	To	Copies to	Due Date
Annual Work Plan in writing.	District President	BOD DMT	For following year one week prior to September Planning meeting.
Progress Plan in writing.	District President	BOD DMT	One week prior to each DMT and HOD meeting.