

Saskatchewan Association of Speech-Language Pathologists and Audiologists (SASLPA)	Section: II GOVERNANCE STRUCTURES	Policy No. A 6
	Date of Issue: May 3, 2012	Page 1 of 2
	Replaces: January 2008	
Reference Manual		
Subject: TREASURER: Terms of Reference		
Authorization: Council Meeting: May 3, 2012		

1.0 Authority:

In accordance with **Bylaw 1 Section 11, Subsection 1** of the SASLPA Bylaws the Treasurer shall:

- a) provide the preparation and submission to each annual meeting of the association a Financial Statement of the operations of the association for the preceding fiscal year;
- b) prepare the annual budget of the association for the approval of council;
- c) receive all monies of the association;
- d) issue and co-sign with the president or in the absence of the president, the president-elect, all cheques for the payment of authorised expenditures; and
- e) Perform such other duties as assigned by the council or the president.

2.0 Functions:

- Enter all revenues and expenditures of the association into an accounting program (i.e. Quickbooks), ensure deposits are made and bills are paid accordingly.
- Reimburse the Executive Director for all petty cash expenses as required.
- When required, access SASLPA bank account using TD Canada Trust online service. This access is for viewing only, no transactions can be performed. Once the treasurer's appointment expires, online viewing access is removed and this duty assumed by the new treasurer.
- Monitor forms sent by company that has been contracted to perform payroll services
- Provide a financial report to the membership at the Annual General Meeting; prepare a budget for ratification at the Annual General Meeting.
- Prepare a year end financial statement.
- Arrange for a professional financial review each year; prepare and send financial information in a timely manner to the accountant in preparation for the Annual General Meeting.
- At each year's Annual General Meeting, present a motion to have a professional financial review.
- Act as council contact for SASLPA committees regarding financial matters.
- Attend all meetings of the Council and the Association.
- Chair any ad hoc Finance committees as required.
- Perform such other duties as assigned by the council or the president.

Saskatchewan Association of Speech-Language Pathologists and Audiologists (SASLPA) Reference Manual	Section: II GOVERNANCE STRUCTURES	Policy No. A 6
	Date of Issue: May 3, 2012	Page 2 of 2
	Replaces: January 2008	
Subject: TREASURER: Terms of Reference		
Authorization: Council Meeting: May 3, 2012		

3.0 Meetings

3.1 Frequency

- The treasurer shall attend all meetings of the Association which shall include no fewer than five meetings with the SASLPA council as well as annual and special meetings held during the term of the treasurer.

3.2 Location

- Meeting location shall be as determined by council and may include such venues as telehealth and teleconference.

3.3 Decision-Taking/Voting Procedures

- A majority of the voting council members constitutes a quorum for the transaction of council business and unless otherwise herein provided resolutions of council shall be considered passed upon majority vote of those present.
- Each voting member shall be entitled to one vote.

3.4 Minutes:

- The association shall keep minutes of all council meetings. The minutes shall be available for inspection by any member on reasonable notice during normal business hours.

4.0 Expenses

4.1 Budget:

- The treasurer is entitled to reimbursement of all costs associated with meetings for SASLPA and shall be reimbursed by SASLPA as per **policy # IV. A.2** in the SASLPA policy and procedure manual.

4.2 Operating Costs:

- The treasurer is entitled to reimbursement of all operating costs associated with the position and shall be reimbursed by SASLPA as per **policy # IV. A.2** in the SASLPA policy and procedure manual.
- Remuneration is to be paid from the general funds of the association.

5.0 Commitment:

- In accordance with **Bylaw 1 Section 3 Subsection 2** the term of office for the treasurer shall be two years.

6.0 Accountability:

- The Treasurer shall be accountable to members and to the general public in accordance with the bylaws.