

Treasurer Policies & Procedures

Term of Office: June 1 – May 31

- Serve on the Executive Board and attend all Executive Board meetings. (In the case of Treasurer and Assistant Treasurer, they may wish to alternate their Board meeting attendance.)
- Shall update and maintain the policies and procedures for the position of Treasurer. These shall be posted in the appropriate AWA digital location. A paper copy may be kept to pass on.
- Shall be informed about the organization, its issues and connection with the members and community.
- Use the Board email system as the primary tool to communicate with members of the Board.
- Submit reports to the Secretary at least one week prior to each Executive Board meeting. The financial reports shall detail bank accounts, petty cash accounts and reports pertaining to budgets, events and income statements. All reports will be 'user friendly' and easy to understand. Reports should be posted to the appropriate AWA digital location.
- Receive and be responsible for all the funds belonging to the AWA and shall deposit them promptly in the AWA bank account.
- Responsible for upholding the financial integrity of the AWA.
- Disburse funds of the AWA as directed by the Executive Board.
- Work with the AWA Bookkeeper in day to day transactions.
- Assist with creation and monitoring of budgets for all Special Events of the AWA.
- Ensure that Executive Board members are familiar with their budgets and policies for cash advances and reimbursements.
- Maintain digital records of all financial transactions. Paper copies may also be kept.
- Work closely with the Executive Board to arrange for outside audits or reviews for the AWA books at the end of the fiscal year, but not limited to just end of fiscal year.
- Ensure that AWA sponsors, BWA and AIA are invoiced properly.

- Attend monthly coffee morning programs, sponsor programs, as well as Newcomer, Regular, Special and Annual Membership Meetings.
- Submit a year-end report by May 31 to the Secretary. This should also be posted to the appropriate AWA digital location. A paper copy may be kept to pass on.
- Shall support all Special Events of the AWA.
- Work with the Executive Board to create the fiscal year budget.
- Serve as the Chair of the Finance Committee.