



A1.8 SECRETARY-TREASURER POSITION DESCRIPTION

Pursuant to the Bylaws, the Board must appoint a secretary and a treasurer and may appoint one person to hold both offices as the “Secretary-Treasurer”.¹

DUTIES

The duties of the Secretary-Treasurer in his/her capacity as Secretary are making the necessary arrangements for:²

- a) the issuance of notices of meetings of the Foundation and the Board;
- b) the keeping of minutes of all meetings of the Foundation and the Board;
- c) the custody of all records and documents of the Foundation;
- d) the maintenance of the register of members; and
- e) the conduct of the correspondence of the Foundation.

In his or her capacity of Treasurer, the duties of the Secretary-Treasurer are making the necessary arrangements for:³

- a) the keeping of such financial records, report and returns, including books of account, as are necessary to comply with the *Society Act* and the *Income Tax Act*; and
- b) the rendering of financial statements to the Directors, Members and others, when required.

¹ Bylaws 8.2 and 8.9.

² Bylaw 8.6.

³ Bylaw 8.7.