

Role Description

Appointee Caroline Griese

Date of Appointment

Salary This is an unpaid position

Key Responsibilities

- To attend all meetings of the society and of the Directors.
- To present to the Board, on a monthly basis, the monthly profit and loss accounts, year to date profit and loss and balance sheet.
- To provide to the AGM Year to Date Profit and Loss.
- To provide to the AGM a Budget for the upcoming fiscal year.

Specific Responsibilities

- To maintain a cash float in the cashbox and check the cash float weekly.
- To process invoices, payments, receipts, refunds and reimbursements, including student and instructors payments.
- To provide appropriate records and documents to/from the Bookkeeper in a timely manner
- To pay the quarterly CHCS rental fee along with other CSAA room rental fees.
- To pay GST by quarterly installments either online or with a cheque mailed before the deadline.
- To maintain an authorised signatory for 'second' signatures for in person and online bank accounts.
- To maintain payments for credit card and Insurances.
- To request and maintain Criminal Record Checks.
- To participate in specific committees at the reasonable request of the Board of Directors.
- To make online purchases of studio tools as required.

General Responsibilities

- To agree to a Criminal Record Check on appointment and as required to maintain renewals
- To act honestly and in good faith with a view to the best interests of the CHCS, in accordance with the CHC Mandate (Dec 2023)
- To act in accordance with the Societies Act and ensure when exercising the powers and performing the functions as Treasurer, to do so with consideration of the purposes of the CHCS.
- To disclose any conflict of interest or other conflicts promptly and ensure they are documented, to leave any meeting on the matter(s), to abstain from voting and take no action to influence the vote.