



The Canadian Society  
of Clinical Perfusion

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La Société Canadienne  
de Perfusion Clinique

[cscp.ca](http://cscp.ca)

# TERMS OF REFERENCE TREASURER



## TREASURER

**Summary:** The Treasurer assumes responsibility for overseeing the financial records of the Society.

### Position Duties:

1. Maintains close liaison with all executive officers.
2. Works closely with the National Office Manager in order to monitor the performance and financial condition of the Society.
3. Assures all financial transactions made by the National Office manager are correct.
4. Assures completeness and accuracy of all banking records for all monies received and expenditures made by the Society.
5. Authorizes the financial transactions of the Society.
6. Shall be a voting member of the Board of Directors of the Society.
7. Attends all executive meetings of the Society and, if not possible, must supply the Chairman of the meeting with a summary of the financial standing of the Society.
8. In coordination with the National Office Manager, ensures that:
  - a) All member expense payments are supported by proper invoices and receipts, and a business expense form is completed and signed for each request.
  - b) There is a receipt or invoice for all expenditures of the Society or payments made on behalf of the Society.
9. Receives a financial breakdown of the AGM revenues and expenses at the end of every National Meeting (AGM).
10. Helps prepare the financial records of the Society for the annual audit in close collaboration with the National Office Manager
11. Receives counsel from the accountants/auditors of the Society when required.
12. Prepares an annual report of the financial status of the Society — to be presented at all board meetings.
13. Prepares, in cooperation with the Executive committee, a proposed budget for the next fiscal year — to be presented at the annual business meeting of the Society.
14. Ensures the national office keeps the following computer files up to date:
  - a) A record of the Society's operating bank account statements— including payments made by the National office manager or Society treasurer, expenses of the Society, expenses incurred by persons on behalf of the Society for approved ad hoc expenses (must be accompanied by appropriate supporting receipts).



- b) A record of all payment confirmations
  - c) An active equipment file with records of equipment purchased by or on behalf of the National Office Manager, Editor, ACE Committee Chair, AGM Coordinator or members of the Board of Directors.
14. Issues memos on overdue accounts or insufficient payments as directed by the National Office Manager.
  15. Maintains electronic copies of all financial documents used to prepare the annual audit (general ledger, trial balance sheets, etc.).

**Requirements:**

1. Must be an active Certified member in good standing with the CSCP.
2. Should be familiar with generally accepted accounting principles.
3. Should have excellent administrative capabilities (organizational, writing and interpersonal skills).
4. Bilingualism (French-English) is an asset, but not required.
5. Moderate computer literacy is an asset.

**Position Relationships:**

1. Reports to the President of the CSCP.
2. Closely interacts with the National Office Manager and all members of the CSCP Board of Directors