



CSCT Job Description: Treasurer

Must be a CSCT Director and is appointed for a two (2) year term by the Board of Directors at the Post-Annual General Meeting on even numbered years

Board of Directors Meetings:

- Attend all Board of Directors Meetings
- February Board Meeting
 - Present financial report
 - Present the CSCT financial statements from the Canadian Cardiovascular Congress at the February Board meeting
- June Board Meeting
 - Present the draft audited financial statements at the June Board meeting
 - Present draft CSCT budget for upcoming operating year
- October Board Meeting
 - Present financial report

Annual General Meeting

- Present audited financial statements
- Present CSCT budget

End of Fiscal Year (March 31st)

- Submit approved minutes to the Auditors
- Meet with Auditors to submit:
 - All financial records including all original expensive forms, receipts, invoice, deposits and ledgers
 - Approved minutes
 - Registrars report
 - Provincial exam invoices
- Prepare a draft CSCT budget

General Duties

- Member of the CSCT Executive
- Member of the Strategic Planning Committee
- Member of Remuneration Committee
- Verify all invoices
- Submit all expenditures to the CSCT President for approval and signature
 - All expenditures must have original expense forms and receipts with the exception of per diems
- Co-Sign expense form and cheques with President
- Pay approved invoices and expenditures
- Maintain a ledger of all cheques written
- Maintain a record of cheques deposited
- Deposit cheques in a timely fashion
- Submit all original expense forms, receipts, invoice, ledgers, and bank deposits to the bookkeeper in a timely fashion
- Submit names of all members who receive loss of wages from the CSCT to the bookkeeper