



TITLE:	Position Description for the Board Treasurer		
Manual/Policy #:	Board of Directors # V-A-8	Division:	AGH/ FVM/LCPS
Original Issue:	January 2018	Issued by:	Board Chair and Board Secretary
Previous Date Reviewed:	January 2018	Approved by:	Board of Directors
Last Date Reviewed:	January 2020	Cross References:	N/A

1. POLICY STATEMENT:

As part of its commitment to good governance for the Organization, the Board of Directors will establish, approve and periodically review a position description for Board Treasurer which will provide a clear explanation of what is expected of the position and serve as a benchmark against which the performance of the Treasurer can be assessed.

2. SCOPE:

This policy is intended to support By-Law No.1 which (article 9 and Article 10) permit the Board to create Officer positions in addition to those prescribed by the By-Law.

3. GUIDING PRINCIPLES:

N/A

4. DEFINITIONS:

N/A

5. PROCEDURE:

Role Statement

The Treasurer is an elected Director and works collaboratively with the Board Chair and Chief Executive Officer to support the Board in fulfilling its fiduciary responsibilities.

Responsibilities

Board Conduct:

- Maintain a high standard for Board conduct
- Adhere to and enforce by-laws and policies regarding Director conduct

This material has been prepared solely for use at the Almonte General Hospital (AGH), Fairview Manor (FVM) and Lanark County Paramedic Service (LCPS). AGH/ FVM/ LCPS accepts no responsibility for use of this material by any person or organization not associated with AGH/ FVM/ LCPS. NO part of this document may be reproduced in any form for publication without permission of AGH/ FVM/ LCPS.

Committee Membership:

- Serve as a member of the Executive Committee and as Chair of the Board committee(s) responsible for finance and audit
- May serve as a member of other Board committees

Committee Chair:

- Establish agendas in collaboration with staff and preside over meetings of the committee responsible for finance and audit
- Ensure that the responsibilities outlined in the committee's terms of reference, as well as any other tasks assigned by the Board, are fulfilled annually
- Fulfill other responsibilities of a committee chair as established by the Board from time to time

Reporting Requirements:

- Stay up to date on audit and financial reporting requirements for the Organization

Audited Financial Statements:

- Present an audited financial statement of the financial position of the Organization and the report thereon of the independent auditors to the Board of Directors and members of the Corporation at the Annual General Meeting

Mentorship:

- Serve as a mentor to other Directors of the Executive Committee and as Chair of the Board committee(s) responsible for finance and audit

Skills, Attributes and Experience

In addition to the personal attributes required of all Board directors, the Treasurer will demonstrate the following skills, attributes and experience:

- Financial expertise and literacy. An accounting designation is an asset.
- Ability to chair a meeting such that decisions are made in a manner that is respectful and efficient
- Ability to establish a trusted advisor relationship with the CEO, CFO and other Board members
- Ability to make the necessary time commitment and required flexibility in work schedule to meet the requirements of this leadership role
- Ability to communicate effectively with the Board, the management team, the external auditor and others as required
- Record of achievement in one or several areas of skills and expertise relevant to the work of the committee

Term

The Treasurer is elected annually by the Board of Directors for a maximum of three one year terms or until a duly qualified successor is elected or appointed. The Treasurer is subject to removal by resolution of the Board at any time.

6. REFERENCES:

Almonte General Hospital By-Law No. 1

Muskoka Algonquin Healthcare Role Description – Board Treasurer, Policy GOV-5-230, last reviewed June 2012

Quinte Healthcare Corporation Position Description for the Treasurer, Policy V-A-10, last reviewed September 2010

Stevenson Memorial Hospital Position Description for the Board Treasurer, Policy V-A-10, last reviewed April 2015

7. APPENDICES:

N/A

Evaluation

This policy will be reviewed every two years.