



Royal Astronomical Society of Canada (RASC), Halifax Centre

Dedicated to the Advancement of Astronomy and Allied Sciences

PD4: Position Description (elected) - Treasurer

(Adopted: November 17, 2017)

Name:

Treasurer, Halifax Centre

Accountability:

RASC, Halifax Centre

Qualifications:

- 1) Candidates wishing to become Treasurer must meet the following criteria:
- 2) Must be at least 19 years of age, (RASC Halifax Centre Bylaw #1: Article 7.3.1; RASC Policy Manual 2017 - Policy B3: Statutory Requirements)
- 3) Is a RASC, Halifax Centre member in good standing,
- 4) Has been a RASC, Halifax Centre member for at least one year, and
- 5) Be willing to work with the Board of Directors and Halifax Centre members to meet RASC objectives and to further its mission and mandate. (RASC Policy Manual 2017 - Policy G1: Objects, Vision and Mission)

Term Limits:

- 1) A Centre member may stand for election as Treasurer for one subsequent term, commencing January 1 and expiring December 31. (RASC Halifax Centre By-law #1: Article 7.5.1 & 7.5.5; RASC Policy Manual 2017 - Policy B1: Board of Directors Terms of Reference)
- 2) They may serve for a total of five (5) consecutive terms in office but may be re-elected after a lapse of one (1) year. (RASC Halifax Centre By-law #1: Article 7.5.3)

Responsibilities:

- 1) Abide by the *RASC Directors and Officers Code of Conduct* when representing the RASC at events held on the RASC's behalf. (RASC Policy Manual 2017 - Appendix A: Directors & Officers Code of Conduct)
- 2) Be willing to work with the Board of Directors and Halifax Centre members to meet RASC objectives and to further its mission and mandate (RASC Policy Manual 2017 - Policy G1: Objects, Vision and Mission)
- 3) Be familiar with the Halifax Centre and RASC by-laws and other rules of the organization. (Robert's Rules of Order)
- 4) Prepare for and attend RASC Halifax Centre Board of Directors meetings. If three consecutive notified or un-notified absences in a row occur (unless there are extenuating circumstances), the Treasurer will be contacted by the President or a designated Board member to discuss the absences.
- 5) Submit a budget to Halifax Centre Board of Directors for approval prior to presentation to Halifax Centre for approval.
- 6) Submit a quarterly budget report to Halifax Centre Board of Directors for update on fiscal status.
- 7) With the assistance of the Auditor, prepare annual financial statements of the Centre as specified in the Halifax Centre Bylaws, present them to the Board of Directors for approval prior to the next annual meeting of the Centre, and present the approved annual financial statement for adoption by the annual meeting of the Centre.
- 8) Submit the approved audited financial statement to the treasurer of the Society by the date determined by the Society in each membership year.
- 9) Shall have custody of the funds and securities of the Centre and shall keep full and accurate accounts of all assets, liabilities, receipts, and disbursements of the Centre in books belonging to the Centre, and shall deposit all monies, securities and other valuable effects in the name and to the credit of the Centre. (RASC Halifax Centre Bylaw #1: Article 7.8.1.4)
- 10) Shall disburse funds of the Centre as directed by the Halifax Centre.
- 11) Submit to the Board of Directors, when requested, an accounting of all transactions and a statement of the financial position. (RASC By-Law #1 Article 45(45.5))
- 12) Submit required documentation to the Canada Revenue Agency (CRA), when required.
- 13) In general, conduct the financial business of the Centre in accordance with the direction of the Board of Directors. (RASC Halifax Centre Bylaw #1: Article 7.9.1.3)
- 14) Collaborates with the Secretary on submissions to the Registry of Joint Stock Companies.
- 15) Sits as a member of the Nova East Star Party Planning Committee, and other Halifax Centre committees that have a fiscal component.

16) Other duties as may be prescribed by the Board of Directors. (RASC Halifax Centre Bylaw #1: Article 7.9.14)

Reporting Mechanism:

- 1) Mandatory attendance at RASC, Halifax Centre Board of Directors meetings as set by the President of the RASC, Halifax Centre Board of Directors.
- 2) Maintains contact and works with the President of the RASC, Halifax Centre Board of Directors.
- 3) Provide a year-end written report for the purposes of the Annual General Meeting (AGM) and for inclusion in the first edition of Nova Notes of the new year.