



SECTION: Executive members
TITLE: Treasurer
NUMBER: 6

ORIGINATED: 2020 Terms of Reference
REVISED:
PAGES: 1

PURPOSE

Position description for Executive Members

POLICY

1. This is a two-year term commencing in January. It is renewable.
2. The treasurer shall be responsible for collection and administration of funds and shall keep full and accurate accounts of all receipts and expenses.
3. The treasurer shall update the membership on the chapters' financial status upon request and shall present a financial report after January 31 to IPAC-Canada.
4. The treasurer may be required to assume other duties as assigned by the president or membership.
5. The treasurer will be responsible for ensuring the financial statements are audited by a neutral member in January of each year.
6. The treasurer will complete and submit a Goods and Services Tax rebate based on the Harmonized Sales Tax/GST expenses for the calendar year.
7. The treasurer is expected to attend the national IPAC Chapter Treasurer's Tele class yearly.