



POLICIES AND PROCEDURES

SECTION TITLE: BOARD OF DIRECTORS	SECTION REFERENCE: BD
POLICY TITLE: TREASURER PROTOCOL	POLICY NUMBER: BD-013

POLICY STATEMENT:

THE BOARD RECOGNIZES IT IS IMPORTANT THAT THE TREASURER PROPERLY HAVE HER/HIS DUTIES, EXPECTATIONS AND REMUNERATION OUTLINED.

PURPOSE: TO OUTLINE THE EXPECTATIONS, REMUNERATION AND DUTIES OF THE STUDENT CENTRE TREASURER.

A. DUTIES:

The Treasurer shall:

1. Attend all meetings of the Board of Directors (BoD).
2. Attend all meetings of the Executive Committee.
3. Chair and preside over the Finance Committee, and in conjunction with the Executive Director, set the agenda.
4. Attend cash flow meetings and act as a signing officer for the YORK UNIVERSITY STUDENT CENTRE.
5. Sign all documents requiring the Treasurer's signature.
6. Act as the titular financial head of the YORK UNIVERSITY STUDENT CENTRE.
7. Ensure financial accountability of the staff including but not limited to: maintenance of accurate accounts, depositing of all monies to the YORK UNIVERSITY STUDENT CENTRE bank accounts, disbursing funds, ensuring receipts are in order and that accurate procedures are followed.
8. Perform other duties from time to time as prescribed by the BoD.

B. EXPECTATIONS:

The Treasurer is expected to:

1. Be available to the various York constituencies.
2. Respond to Student queries, complaints, and communications.
3. Attend all YORK UNIVERSITY STUDENT CENTRE goal planning sessions that s/he is invited to.
4. Keep and update an organized binder.
5. Prepare an adequate transition for the incoming Treasurer.
6. In consultation and co-ordination with the Executive Director, present the annual budget.

C. REMUNERATION:

The Treasurer:

1. Will be entitled to an honorarium of \$500.00 per fiscal year.
2. Will have the means in which s/he can fulfil their duties and expectations provided by the YORK UNIVERSITY STUDENT CENTRE within reason.
3. Will complete an honorarium form to be approved by the Board

Contact Person (title):	Chairperson / Executive Director
Cross-Manual Reference:	
Monitoring Tools:	Board Minutes
Relevant Forms:	N/A

Board Approval Date:	25 October 2000
Review Dates:	Annual
Revised Date(s):	20 June 2007 (administrative edits to change GM to ED), 29 April 2013